Government of
Saskatchewan

Freedom of
Information

1992

ACCESS DIRECTORY

*The Freedom of Information
and Protection of Privacy Act*

PROVINCIAL GOVERNMENT INSTITUTIONS

93-00578/

THE SASKATCHEWAN ACCESS DIRECTORY
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INTRODUCTION

HOW TO USE THE SASKATCHEWAN ACCESS DIRECTORY

This Access Directory is a fast and easy way for you to find out about the Government of Saskatchewan, its organization and its information holdings. It will help you decide where you should go, write or call to make government inquiries.

This directory should be the only help you need to locate information within the Government of Saskatchewan.

The Saskatchewan Access Directory also explains how to exercise your rights under *The Freedom of Information and Protection of Privacy Act*. The steps to make a request under this Act are outlined later in this section.

CONTENTS OF THE DIRECTORY

This directory has five main sections in addition to the table of contents:

Introduction

The section you are now reading includes:

- information about the terms used throughout the book
- essential points about *The Freedom of Information and Protection of Privacy Act*
- directions on how to go about locating information by using this Access Directory or by making a formal request under the Act
- an index of Administrative Co-ordinators for each government institution, organized alphabetically by organization name

Common Records

This section describes the administrative records and types of personal information records that have been standardized across government. These common records are not listed separately for each government organization.

Entries by Government Institution

This section of the directory has entries for each government institution covered under the Act and the regulations. The entries are arranged alphabetically by organization name.

Each entry contains:

- the address of the institution's head office
- the institution's mandate
- the institution's organization
- general classes or types of operational records held
- types of personal information not included under Common Records/Common Personal Information
- the address and telephone number of the institution's Administrative Co-ordinator

Subject Index

A subject index is provided to help you decide where to make a request. The index tells you in which government organization information relating to a certain subject is most likely to be found.

The Freedom of Information and Protection of Privacy Act

A copy of this Act is located at the end of this Directory for your information and reference.

USEFUL TERMS IN THE DIRECTORY

Administrative Co-ordinator

Each provincial government institution has a Freedom of Information and Privacy

Administrative Co-ordinator.

The Co-ordinator can answer questions and help you identify the records you wish to see. The Co-ordinator may be contacted in person or by telephone.

An index of Administrative Co-ordinators listed by government organization is provided at the end of this section.

Personal Information

The Freedom of Information and Protection of Privacy Act defines personal information as any recorded information about an identifiable individual.

Under the entry for each government institution, there is a summary of the type of personal information held by the institution. Such personal information covers a wide range of subjects and is used to administer programs and activities.

The Act gives you a general right of access to your own personal information, subject to certain specific exemptions. At the same time, the Act safeguards your privacy by protecting this information from unauthorized disclosure to others.

When you are given access to your personal information, you also have the right to request correction of that information if you believe it is inaccurate.

Operational Records

Operational records are defined by the Act as records that exist in order for a government institution to carry out its basic responsibilities. These records relate to programs and functions provided by a particular government institution. Operational Records generally describe the subject areas covered by these programs.

The Operational Records of an institution are listed under the heading General Classes or Types of Records in each government institution entry.

Common Records/Common Personal Information

Many government institutions maintain information on administrative subject areas which are common to most institutions, such as Budgets or Buildings.

Section Two lists those records and types of personal information common to most provincial government institutions. Listings of common records and common types of personal information are therefore not included in the entries for each government institution.

HOW TO MAKE A REQUEST UNDER THE ACT

The Freedom of Information and Protection of Privacy Act provides you a right of access to records held by Saskatchewan government institutions.

Certain information may be withheld under one of the specific exemptions outlined in the Act. Please consult the Act (a copy is included at the end of this Directory) for these exemptions.

A request under the Act must be made by completing an "Access to Information Request Form".

If you have accessed your personal information and wish to request a correction, you should complete a "Request for Correction of Personal Information Form".

These forms are available from provincial government offices across the Province. Examples of the forms are included in this section.

A completed request form should be forwarded to the institution most likely to have the information. The correct mailing address can be found at the end of each institution entry in this directory under the heading "Address of Administrative Co-ordinator" or at the end of this section where all the Administrative Co-ordinators are listed alphabetically by institution.

Normally, a request must be processed within 30 calendar days. Within this period the institution must either provide access to the requested information or notify you that the information requested is exempt under the specific provisions of the Act. If the institution requires a time extension for specific reasons as set out in the Act, you must be notified.

When making your request, please provide as much information as possible. If you need assistance in identifying general records or personal information, you should contact the Freedom of Information and Privacy Administrative Co-ordinator in the appropriate institution, or the Freedom of Information and Support Services Unit, Justice.

The address and telephone number of the appropriate Freedom of Information and Privacy Administrative Co-ordinator can be found at the end of each institution entry or at the end of this section.

If you are uncertain about which government institution will handle your application, you may send it to:

Freedom of Information and Support Services Unit
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

HOW TO REQUEST A REVIEW OF A DECISION

You may request a review of any decision made by an institution under *The Freedom of Information and Protection of Privacy Act,* including: refusal to grant access, refusal to make a correction to personal information or an extension of the 30-day deadline.

Your request for a review should be directed to:

Information and Privacy Commissioner
2310 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-8350

Government of Saskatchewan

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Note: Please direct the request to appropriate government institution for response.

Access to Information Request Form

(Please Print)

Applicant Information

Last Name	First Name	
Address	City or Town	Province
Postal Code	Telephone *(Residence)*	Telephone *(Work)*

Detail Of Requested Information

General Information Request ☐ Personal Information Request ☐

Provincial Government Institution

Name of Record *(if known)*

Detailed Description of Record:

____

____

____

____

I understand that I may be required to pay a fee before receiving the records to which I have applied for access.

____

Signature of Applicant

For Office Use Only

Date Received ____________________ Application No. ______________

Request to Waive Fees

I hereby declare that payment of fees related to the above mentioned request will cause me substantial financial hardship. Details are as follows: *(Use reverse of form if additional space is required.)*

____

Signature of Applicant

White - Government institution Yellow - Co-ordinator Pink - F.O.I. unit Gold - Applicant

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Estimate of Costs

In accordance with the Regulations, under *The Freedom of Information and Protection of Privacy Act*, you are being advised by this estimate that there is a search and preparation fee for responding to your application for access to records.

Search and Preparation Fee

Your Application No. ________

It is estimated that to respond to your application for access to records received by the government on ________________, payment is required for search and preparation time in excess of 2 hours and at actual cost for use of computer-related time as prescribed in the Regulations.

The costs are as follows:

Excess time at the rate of $15.00 per half hour
No. of hours ________________ $ ____________

Computer-related time
For electronic processing at ________ per hour   No. of Hours ________ $ ____________

Total Estimated Cost $ ____________

Deposit Required $ ____________

There are additional charges for copying. For rates, see attached list.

To indicate your willingness to proceed *(or not)* on the above basis, please sign and return the top copy with a cheque or money order for one-half of the estimated cost, to the address provided below. Payment should be made payable to

____

We shall notify you when the records are ready.

Signed on behalf of ________________________________
(Government Institution)

Address	Access Officer
	Telephone
	Date

I would *(would not)* like you to proceed with search and preparation. I have *(have not)* enclosed payment for $ ____________

Signature ________________________   Date ________________

White - Applicant copy - return with payment   Yellow - Applicant copy   Pink - Government institution

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Freedom of Information

Request for Correction of Personal Information

Applicant Information

Last Name	First Name	
Address	City or Town	Province
Postal Code	Telephone *(Residence)* ( )	Telephone *(Work)* ( )

Detail Of Personal Information To Be Corrected

Provincial Government Institution maintaining information

Name appearing on information to be corrected

Information to be Corrected

____

____

____

____

Signature of Applicant

For Office Use Only:

Date Received ______________________

Notification Letters	**Date Sent**	**Expiry Date**
Extension Required	______________	____________
Correction Accepted	______________	____________
Correction Not Accepted	______________	____________

Notification Placed on File ______________ Date ______________ Initials

Decision ______________________________

Date ______________________________

Signature ______________________________ (Access Officer)

White - Institution Yellow - Co-ordinator Pink - F.O.I. Unit Gold - Applicant

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Request For Review

Send this form to: Information and Privacy Commissioner	
Application No.: ______________________	*(For Commissioner's Use)*

Reason For Request

☐ I have been refused access to all or part of the record.

☐ I have been notified that the record does not exist/cannot be found.

☐ I have been notified that the existence of the record shall neither be confirmed nor denied.

☐ I have not received a reply to my application, which I submitted ______ days ago.

☐ I disagree with the need to extend the 30-day response period.

☐ My correction to a personal information record was not accepted as correct/verifiable.

☐ I am a third party, and I wish to request a review of a decision to give access to a record that affects my interests.

Details Of Request

Department Name	Date of Application	Application Number

Please explain the details of your request, attaching supporting documentation if possible. Use additional pages if required.

____

____

____

____

Applicant Information

Name	Telephone
Address	Postal Code
Signature	Date

White - Commissioner   Yellow - Government institution   Pink - Applicant

ADMINISTRATIVE CO-ORDINATORS

Agricultural Credit Corporation of Saskatchewan
350 Cheadle Street West, Box 820
Swift Current, Saskatchewan S9H 4Y7

Telephone: (306) 778-8466
Fax: (306) 778-8459

Agricultural Implements Board
c/o Justice
1874 Scarth Street
Regiuna, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-3874

Agriculture and Food
Room 223 - 3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 787-5141
Fax: (306) 787-0600

Agriculture Development Fund Corporation
Agriculture and Food
Room 223 - 3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 787-5141
Fax: (306) 787-0600

Board of Revenue Commissioners
c/o Saskatchewan Municipal Board
Room 480, 2151 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6227
Fax: (306) 787-1610

CIC Mineral Interest Corporation
Crown Investments Corporation
2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-5892
Fax: (306) 787- 8125

Community Services
9th Floor, 2500 Victoria Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2624
Fax: (306) 787-4161

Co-operative Securities Board
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-3874

Crimes Compensation Board
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-3874

Crown Investments Corporation
2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-6851
Fax: (306) 787-8125

Economic Development
9th Floor, 1919 Saskatchewan Drive
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-1535
Fax: (306) 787-3872

Education
4th Floor, 2220 College Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-7370
Fax: (306) 787-7392

Energy and Mines
13th Floor, 1914 Hamilton Street
Regina, Saskatchewan S4P 4V4

Telephone: (306) 787-2525
Fax: (306) 787-5718

Environment and Public Safety
3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 787-6061
Fax: (306) 787-0197

Executive Council
Room 147, Legislative Building
Regina, Saskatchewan S4S 0B3

Telephone: (306) 787-6351
Fax: (306) 787-8338

Farm Land Security Board
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-3874

Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6532
Fax: (306) 787-6576

Health
3475 Albert Street
Regina, Saskatchewan S4S 5W6

Telephone: (306) 787-0233
Fax: (306) 787-0218

Highway Traffic Board
Highways and Transportation
11th Floor, 1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5

Telephone: (306) 787-4899
Fax: (306) 787-3963

Highways and Transportation
11th Floor, 1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5

Telephone: (306) 787-4899
Fax: (306) 787-3963

Horse Racing Commission
1015 - 8th Street East
Saskatoon, Saskatchewan S7H 0S2

Telephone: (306) 933-5999
Fax: (306) 343-1088

Indian and Metis Affairs Secretariat
3rd Floor, 1870 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6681
Fax: (306) 787-6336

Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-3874

Labour
4th Floor, 1870 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2411
Fax: (306) 757-3626

Labour Relations Board
Human Resources, Labour and Employment
4th Floor, 1870 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2411
Fax: (306) 757-3626

Law Reform Commission of Saskatchewan
Justice
5th Floor, 1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-3874

Meewasin Valley Authority
402 - 3rd Avenue South
Saskatoon, Saskatchewan S7K 3G5

Telephone: (306) 665-6887
Fax: (306) 665-6117

Milk Control Board
Room 620, 2045 Broad Street
Regina, Saskatchewan S4P 1Y4

Telephone: (306) 787-5319
Fax: (306) 787-1988

Minimum Wage Board
Labour
4th Floor, 1870 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2411
Fax: (306) 757-3626

Municipal Employees' Superannuation Commission
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 4A6

Telephone: (306) 787-6532
Fax: (306) 787-6576

Municipal Financing Corporation
Crown Investments Corporation
2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-6851
Fax: (306) 787-8125

Natural Resources
3211 Albert Street
Regina, Saskatchewan S4S 5W6

Telephone: (306) 787-1292
Fax: (306) 787-0219

New Careers Corporation
Box 1030
Kamsack, Saskatchewan S0A 1S0

Telephone: (306) 542-4037
Fax: (306) 542-3853

Office of the Chief Electoral Officer
Executive Council
Room 147, Legislative Building
Regina, Saskatchewan S4S 0B3

Telephone: (306) 787-6351
Fax: (306) 787-8338

Oil and Gas Conservation Board
Energy and Mines
13th Floor, 1914 Hamilton Street
Regina, Saskatchewan S4P 4V4

Telephone: (306) 787-2525
Fax: (306) 787-5718

Prairie Agricultural Machinery Institute
Box 1900
Humboldt, Saskatchewan S0K 2A0

Telephone: (306) 933-5450
Fax: (306) 682-5080

Provincial Mediation Board/Office of the Rentalsman
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-3874

Public and Private Rights Board
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-3874

Public Employees' Superannuation Commission
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6532
Fax: (306) 787-6576

Public Service Commission
4th Floor, 2103 11th Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-7555
Fax: (306) 787-4074

Public Service Superannuation Board
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6532
Fax: (306) 787-6576

Rent Appeal Commission
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-3874

Rural Development
3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 787-2011
Fax: (306) 787-5180

Saskatchewan Alcohol and Drug Abuse Commission
1942 Hamilton Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-4080
Fax: (306) 787-4300

Saskatchewan Archives Board
c/o University of Regina
Regina, Saskatchewan S4S 0A2

Telephone: (306) 787-3864
Fax: (306) 787-1975

Saskatchewan Arts Board
2550 Broad Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-4056
Fax: (306) 787-4199

Saskatchewan Center of the Arts
200 Lakeshore Drive
Regina, Saskatchewan S4P 3V7

Telephone: (306) 565-0404
Fax: (306) 565-3274

Saskatchewan Communications Network
800 - 1920 Broad Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-0444
Fax: (306) 787-0496

Saskatchewan Computer Utility Corporation
Crown Investments Corporation
2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-6851
Fax: (306) 787-8125

Saskatchewan Crop Insurance Corporation
Box 3000, 484 Prince William Drive
Melville, Saskatchewan S0A 2P0

Telephone: (306) 728-7250
Fax: (306) 728-7260

Saskatchewan Development Fund Corporation
Crown Investment Corporation
2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-6851
Fax: (306) 787-8125

Saskatchewan Economic Development Corporation
1106 Winnipeg Street
Regina, Saskatchewan S4P 3W2

Telephone: (306) 787-7200
Fax: (306) 787-7297

Saskatchewan Farm Ownership Board
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-3874

Saskatchewan Forest Products Corporation
Box 40
Hudson Bay, Saskatchewan S0E 0Y0

Telephone: (306) 865-2201
Fax: (306) 865-2336

Saskatchewan Gaming Commission
4th Floor, 1914 Hamilton Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-1773
Fax: (306) 787-8981

Saskatchewan Government Growth Fund Management Corporation
Box 5024
Regina, Saskatchewan S4P 3W2

Telephone: (306) 787-7228
Fax: (306) 787-7297

Saskatchewan Government Insurance
2260 11th Avenue
Regina, Saskatchewan S4P 0J9

Telephone: (306) 565-1347
Fax: (306) 757-7477

Saskatchewan Grain Car Corporation
108, 256 - 2nd Avenue West
Melville, Saskatchewan S0A 2P0

Telephone: (306) 728-7444
Fax: (306) 728-7413

Saskatchewan Housing Corporation
Community Services
9th Floor, 2500 Victoria Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2635
Fax: (306) 787-4161

Saskatchewan Human Rights Commission
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-3874

Saskatchewan Lands Appeal Board
Rural Development
3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 787-5273
Fax: (306) 787-9623

Saskatchewan Legal Aid Commission
820 - 410 22nd Street East
Saskatoon, Saskatchewan S7K 2H6

Telephone: (306) 933-5300
Fax: (306) 933-6764

Saskatchewan Liquor Board
1660 Park Street
Regina, Saskatchewan S4P 3M3

Telephone: (306) 787-4220
Fax: (306) 787-8201

Saskatchewan Liquor Superannuation Commission
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6532
Fax: (306) 787-6576

Saskatchewan Mining Development Corporation
Crown Investments Corporation
2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-6851
Fax: (306) 787-8125

Saskatchewan Municipal Board
4th Floor, 2151 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6227
Fax: (306) 787-1610

Saskatchewan Pension Plan
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6532
Fax: (306) 787-6576

Saskatchewan Police Commission
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-3874

Saskatchewan Power Corporation
2025 Victoria Avenue
Regina, Saskatchewan S4P 0S1

Telephone: (306) 566-3112
Fax: (306) 566-3113

Saskatchewan Power Corporation Superannuation Commission
Saskatchewan Power Corporation
2025 Victoria Avenue
Regina, Saskatchewan S4P 0S1

Telephone: (306) 566-3112
Fax: (306) 566-3113

Saskatchewan Property Management Corporation
2045 Broad Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6925
Fax: (306) 787-4617

Saskatchewan Research Council
15 Innovation Boulevard
Saskatoon, Saskatchewan S7N 2X8

Telephone: (306) 933-5450
Fax: (306) 933-7446

Saskatchewan Securities Commission
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-3874

Saskatchewan Telecommunications
2nd Floor, 2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

Telephone: (306) 777-2229
Fax: (306) 359-0305

Saskatchewan Transportation Company
2041 Hamilton Street
Regina, Saskatchewan S4P 2E2

Telephone: (306) 787-3348
Fax: (306) 787-1633

Saskatchewan Water Corporation
111 Fairford Street East
Moose Jaw, Saskatchewan S6H 7X9

Telephone: (306) 694-3945
Fax: (306) 694-3944

Saskatchewan Wetland Conservation Corporation
2151 Scarth Street
Regina, Saskatchewan S4P 3Z3

Telephone: (306) 787-0726
Fax: (306) 787-0780

SaskEnergy Incorporated
P.O. Box 1605
1945 Hamilton Street
Regina, Saskatchewan S4P 2Z5

Telephone: (306) 777-9405
Fax: (306) 565-3332

SaskTel Superannuation Commission
Sask Tel
2nd Floor, 2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

Telephone: (306) 777-2229
Fax: (306) 359-0305

Seniors' Secretariat
2151 Scarth Street
Regina, Saskatchewan S4P 3Z3

Telephone: (306) 787-6264
Fax: (306) 787-0694

Social Services
1920 Broad Street
Regina, Saskatchewan S4P 3V6

Telephone: (306) 787-3576
Fax: (306) 787-0925

Souris Basin Development Authority
814 - 4th Street
Estevan, Saskatchewan S4A 0V9

Telephone: (306) 634-4791
Fax: (306) 634-9288

Surface Rights Arbitration Board
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473
Fax: (306) 787-3874

Teachers' Superannuation Commission
Education
4th Floor, 2220 College Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-7370
Fax: (306) 787-7392

Tripartite Beef Administration Board
Tripartite Beef Administration Board
410 Mcdonald Street
Regina, Saskatchewan S4N 6E1

Telephone: (306) 787-8006
Fax: (306) 721-6266

Wakamow Valley Authority
Box 1266
Moose Jaw, Saskatchewan S6H 4P9

Telephone: (306) 692-2717
Fax: (306) 692-8188

Wanuskewin Heritage Park Corporation
R.R. 4
Saskatoon, Saskatchewan S7K 3J7

Telephone: (306) 931-6767
Fax: (306) 931-4522

Wascana Centre Authority
2900 Wascana Drive
Box 7111
Regina, Saskatchewan S4P 3S7

Telephone: (306) 522-3661
Fax: (306) 565-2742

Water Appeal Board
3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 781-7071
Fax: (306)

Western Development Museum
Box 1910
Saskatoon, Saskatchewan S7K 3S5

Telephone: (306) 934-1400
Fax: (306) 934-4467

Women's Secretariat
3rd Floor, 1914 Hamilton Street
Regina, Saskatchewan S4P 4V4

Telephone: (306) 787-2329
Fax: (306) 787-2058

Workers' Compensation Board
1840 Lorne Street
Regina, Saskatchewan S4P 2L8

Telephone: (306) 787-4383
Fax: (306) 787-4234

Workmen's Compensation Superannuation Commission
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6532
Fax: (306) 787-6526

COMMON RECORDS

Certain types or classes of records are common to most institutions. These records contain information about general administration and operational support functions such as personnel, finance, purchasing, audit and property management. To avoid repetition, these common classes of records are described in this chapter and will not be referenced in individual chapters.

Certain common records may be withheld under one of the specific exemptions outlined in the Act. Please consult the Act, a copy of which is included at the conclusion of the Directory, for these exemptions.

Common administration records include:

- Administrative support records relating to Acts and legislative matters, agreements and contracts, associations, boards and committees, libraries, annual reports, records management, briefing material and organization charts.
- Procurement and purchasing support records relating to procurement and purchase of equipment, supplies and services, transportation, mail and courier services, and similar items.
- Buildings and Properties records relating to buildings/land leases, accommodation, renovations, parking, security and utilities.
- Finance management records relating to financial management policies/procedures, accounting, financial planning, estimates and budgets, expenditures, liabilities, revenue control, financial reports, cost-sharing agreements/claims, and all audits.
- Personnel records relating to recruitment, appointments and terminations, attendance, seniority, collective bargaining, grievances and arbitration, discipline, human resource system reports and forms, compensation and benefits, performance appraisals, staff training and development and employee recognition awards.

PERSONAL INFORMATION

Certain types of personal information are common to many institutions. These records may contain information about government employees. To avoid repetition, the types of personal information that are common to most government institutions are described in this chapter and are not referenced in individual chapters.

Accounts Receivable

Location: Accounting Offices **Information Maintained:** Name, Address, Amount outstanding **Uses:** To collect outstanding revenue **Users:** Accounting staff **Type of Individuals:** Individuals who owe the Government of Saskatchewan money.

Employee Files

Location: Human Resources/Administration Branch Offices **Information Maintained:** Appointment/Termination Documentation, Pension/Benefits Documentation, Salary/Performance Documentation, Leave and Attendance Summary Documentation, and Conflict of Interest Documentation. **Uses:** Record employee's work history and payroll/benefit transactions **Users:** Human Resources/Payroll Unit/Administration Staff **Type of Individuals:** Saskatchewan public servants and Crown employees.

Freedom of Information and Protection of Privacy Requests

Location: Freedom of Information and Privacy Administrative Co-ordinators' Offices **Information Maintained:** Name, Address, Telephone Number, Description of information requested/to be corrected, correspondence, copies of requested records **Uses:** Maintain a record of all requests; compile statistics **Users:** Freedom of Information and Privacy Administrative Co-ordinator, head of institution and/or delegate. **Type of Individuals:** Individuals submitting requests under the Freedom of Information and Protection of Privacy Act.

Workers' Compensation

Location: Human Resources Branch Offices **Information Maintained:** Name, Address, Telephone Number, Social Insurance Number, and details of the injury/accident. **Uses:** Process claims under the Workers' Compensation Act **Users:** Human Resources Branch/Payroll staff **Type of Individuals:** Saskatchewan public servants and Crown employees submitting an accident/claim report

Travel Expense Reports

Location: Accounting Offices **Information Maintained:** Name, Address, Social Insurance Number, Purpose of travel and associated costs **Uses:** To process expenses **Users:** Accounting staff **Type of Individuals:** Saskatchewan public servants and Crown employees submitting a travel expense claim.

AGRICULTURAL CREDIT CORPORATION OF SASKATCHEWAN (ACS)

ADDRESS

Box 820, 350 Cheadle Street W.
SWIFT CURRENT, Saskatchewan S9H 4Y7

MANDATE

The Agricultural Credit Corporation of Saskatchewan (ACS) was established in 1984 to provide financial assistance to Saskatchewan producers, while encouraging the continued participation of other lenders in agricultural financing. ACS encourages diversification of production within the agricultural economy and makes agricultural credit available for a variety of designated purposes.

(Programs formerly offered by Farmstart are being administered by ACS.)

ORGANIZATION

The Agricultural Credit Corporation is comprised of two divisions which report to the President of the Corporation. The Administration Division consists of the Finance Branch, Human Resources Section, and the Administration Section. The Lending Division consists of the Lending Branch and Lending Operations.

EXECUTIVE ADMINISTRATION

Executive Administration is comprised of the President, Vice-President - Administration and Vice-President - Lending.

GENERAL CLASSES OR TYPES OF RECORDS

ACS Board of Directors
Crown Corporation Material
Minister's Letters

PERSONAL INFORMATION

None

Policy, Planning and Research Branch

The purpose of the Policy, Planning and Research Branch is to evaluate alternative lending policies, evaluate program impacts, monitor industry trends as well as conduct cost of production and other economic research.

GENERAL CLASSES OR TYPES OF RECORDS

Corporate Library
Enterprise Information
Lending - research data
Lending programs - Policy & Procedures
Other Departments, Programs & Agency information

PERSONAL INFORMATION

None

Communications Section

The purpose of the Communications Section is to ensure public and target group awareness of the Corporation's programs, to increase understanding of the issues in agricultural finance, to facilitate internal communications and to respond to media inquiries.

GENERAL CLASSES OR TYPES OF RECORDS

Advertising & Resources
Exhibitions, Fairs & Trade Shows
Marketing Plans
Media Related
Printing Projects
Staff Conferences

PERSONAL INFORMATION

Scholarship Application Distribution List

Location: Head Office **Information Maintained:** Name; Address **Uses:** To mail ACS scholarship information **Users:** Staff of ACS **Type of Individuals:** Directors of Education - School Divisions; Principals of high schools in Saskatchewan

Annual Report Mailing List

Location: Head office **Information Maintained:** Names of individuals, corporations, departments, libraries and addresses **Uses:** To distribute copies of Annual Report **Users:** Staff of ACS **Type of Individuals:** Those individuals, corporations, departments and libraries who wish to receive the ACS Annual Report

ADMINISTRATION DIVISION

Finance Branch

This branch includes the Accounting and MIS Sections and is responsible for the planning, design, development, implementation and evaluation of management information systems and for support services which facilitate the delivery of Corporation programs ensuring expenditure control, accounting, and maintenance of loan records.

GENERAL CLASSES OR TYPES OF RECORDS

Computer Design and Development
Finance Policy and Procedures
Loan Account Records
System Operating Procedures Manual, Logs and Checkoff Lists

PERSONAL INFORMATION

None

Human Resources Section

The purpose of the Human Resources Section is to provide personnel services, administer employee benefit programs and to develop and deliver staff development and training throughout the Corporation.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on the Human Resource Information System

PERSONAL INFORMATION

None

Administration Section

The purpose of the Administration Section is to plan, acquire, and deliver the Corporation's needs for facilities, vehicles, security, supplies, equipment, records management, mail and communications throughout the province.

GENERAL CLASSES OR TYPES OF RECORDS

Freedom of Information & Protection of Privacy Act Co-ordinator's Data
Health & Safety

PERSONAL INFORMATION

None

LENDING DIVISION

Lending Branch

The purpose of the Lending Branch is to provide support services in terms of policy clarification and loan and security documentation to Regional Lending staff.

Lending Operations

There are five Regions throughout the Province which deliver the lending programs of the Corporation. Regional staff are responsible for granting credit for agricultural purposes consistent with the ACS mandate; and recovery of loans by working with clients and industry. Regional staff are the main contact for the clients of the Corporation.

GENERAL CLASSES OR TYPES OF RECORDS

Activity Statistics
Client files - all programs
Delinquency Reporting
Program Information & Documentation
Securities & Items in Safekeeping

PERSONAL INFORMATION

Capital Loan Program and Investment Loan Program Client Files

Location: Head Office and Regional Offices **Information Maintained:** Name, address, telephone number, SHSC number, SIN number, education, experience, application forms, farm business proposal and general on-going correspondence to monitor client progress **Uses:** Evaluate eligibility for program **Users:** Program administrators and managers **Type of Individuals:** Active and Inactive clients

Livestock Cash Advance and Production Loan Program Client Files

Location: Head Office and Regional Offices **Information Maintained:** Name, address, SHSC number, SIN number, application forms, general on-going correspondence to monitor client progress **Uses:** Evaluate eligibility for program **Users:** Program administrators and managers **Type of Individuals:** Active and Inactive clients

Spring Seeding Loan Program Client Files

Location: Head Office **Information Maintained:** Name, address, application form **Uses:** Maintain record of program participants and verify claims by banks and monitor client progress during repayment **Users:** Program administrators and managers **Type of Individuals:** Active and Inactive clients

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Agricultural Credit Corporation of Saskatchewan
Box 820, 350 Cheadle Street W.
SWIFT CURRENT, Saskatchewan S9H 4Y7

Telephone: (306) 778-8466

AGRICULTURAL IMPLEMENTS BOARD

ADDRESS

1871 Smith Street
Regina, Saskatchewan S4P 3V7

MANDATE

The Agricultural Implements Board is responsible for providing consultative services to the Minister on issues affecting the agricultural implements industry in the province.

ORGANIZATION

The Board is made up of a minimum of three and a maximum of seven members.

The Board is also responsible for the administration of the Agricultural Implements Compensation Fund and the payment of compensation claims to farmers. Claims can only result from warranty claims or failure by dealers or distributors to deliver repair parts within 72 hours.

GENERAL CLASSES OR TYPES OF RECORDS

Records are maintained by the Consumer Protection Branch, Department of Justice and are listed as their records. No separate records exist for the Board itself.

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

AGRICULTURE AND FOOD

ADDRESS

3085 Albert Street
Regina, Saskatchewan S4S 0B1

MANDATE

To provide leadership in developing and supporting agriculture and food industries.

ORGANIZATION

The department is organized in ten branches; three Crown Corporations; and four Boards. The Agriculture Development and Diversification Secretariat, Administrative Services Branch, Human Resources Branch, Communications Branch, Economics Branch, Agriculture Development Fund, Saskatchewan Grain Car Corporation and the Agri-Food Development and Marketing Council report directly to the Deputy Minister. The Livestock Branch, Soils and Crops Branch, Veterinary Branch, Agricultural Engineering, Counselling and Assistance For Farmers, Milk Control Board, Tripartite Beef Administration Board, Saskatchewan Horse Racing Commission and the Prairie Agricultural Machinery Institute report to the Assistant Deputy Minister.

The department's head office is located in Regina, Saskatchewan. The Branch programs are administered out of the head office location. The Agencies, Boards and Commissions are located at various locations throughout the Province. Addresses for the various Agencies, Boards and Commissions can be obtained from the Government of Saskatchewan Telephone Directory.

Administrative Services Branch

The Administrative Services Branch provides the department with support services in the areas of budgeting, accounting, revenue and expenditure control, accommodations, transportation, purchasing, computer management and administrative analysis. The Farm Purchase Program, which is also part of the branch, provides financial assistance to developing farmers who have purchased land by rebating a portion of the interest paid on loans used for acquiring land.

GENERAL CLASSES OR TYPES OF RECORDS

Facilities and Operations
Organization Structures
Signing Authorities
Systems Development

PERSONAL INFORMATION

The Farm Purchase Program

Location: Administrative Services Branch **Information Contained:** Name, address, telephone number, Health Services number, land description of land purchased, history and status of interest rebate payments and lending institution **Users:** Program administers **Type of Individuals:** Eligible program clients

Veterinary Branch

"To safeguard and promote animal health through veterinary service and advice" is the mandate of the Veterinary Branch in its provision of diagnostic veterinary laboratory services; assistance with herd management; inspection for meat products in provincial abattoirs; and animal welfare consultation.

Veterinary Branch provides diagnostic services and animal health advice for animal owners and the veterinary profession to assist in the provision of high quality veterinary care. The branch has an administrative section and the diagnostic laboratory section.

GENERAL CLASSES OR TYPES OF RECORDS

Animal Welfare/Disease Control
Beef Herd Management Project
Clinical Pathology and Postmortem Reports
Federal/Provincial Meat Inspection Program
Hatchery Supply Flock Policy
Peace Officers for the Saskatchewan Society for
    the Prevention of Cruelty to Animals
Swine Herd Health Program
Veterinary Service Districts

PERSONAL INFORMATION

The Animal Protection Act

Location: Veterinary Branch **Information Maintained:** Names, addresses and contacts for Saskatchewan Humane Societies **Uses:** Appointment of Peace Officers; regulate animal welfare matters **Users:** Saskatchewan Society for the Prevention of Cruelty to Animals; Saskatchewan animal owners; legal profession **Type of Individuals:** Peace Officers, Humane Society contacts

Veterinary Diagnostic Laboratory

Location: Veterinary Branch **Information Maintained:** Veterinary pathology reports from postmortems performed on whole animals and tissue submissions, and bacteriology and clinical pathology results from tests performed in the laboratory on various other submissions. Payment records for laboratory services. **Uses:** Provide veterinary diagnostic services to animal owners and veterinary clinics **Users:** Veterinarians, animal owners, organizations concerned with animal disease diagnosis **Type of Individuals:** Client submissions

Federal/Provincial Meat Inspection Program

Location: Veterinary Branch **Information Maintained:** Name, address and slaughter statistics for provincial domestic abattoirs **Uses:** Make payments to Agriculture Canada for inspection services provided, collect portion of cost from abattoirs. Ensure availability of federally inspected meat from abattoirs. **Users:** Meat packers and processors **Type of Individuals:** Enrolled abattoirs

Hatchery Supply Flock Policy

Location: Veterinary Branch **Information Maintained:** Names, addresses, type of flock, flock numbers, hatchery standards **Uses:** Certify and monitor health of Saskatchewan hatchery supply flocks **Users:** Agriculture Canada, Food Production and Inspection Branch officials; hatchery owners, fancy flock owners **Type of Individuals:** Hatchery supply flock owners, fancy flock owners

Beef Production Management Project

Location: Veterinary Branch **Information Maintained:** Name, address, telephone number, veterinarian, I.D. number, grant payment data **Uses:** Make payments to beef producers for records kept of herd health status **Users:** Saskatchewan Livestock Association, beef producers, veterinarians **Type of Individuals:** Applicants

Swine Herd Health Policy

Location: Veterinary Branch **Information Maintained:** Data for payments made to veterinary clinics **Uses:** Maintain and monitor health of swine herds **Users:** Pork producers, veterinarians **Type of Individuals:** Veterinary clinics with applicants

The Veterinary Services Act

Location: Veterinary Branch **Information Maintained:** Veterinary Service District Board membership, range by township, name and address (Files are inactive effective March 31, 1987 when Veterinary Service District Grants were discontinued.) **Uses:** Maintain record of Veterinary Service District formation, history and grants allocated to building of veterinary clinics **Users:** Veterinary Service District Boards, veterinarians, Veterinary Branch staff **Type of Individuals:** Veterinary Service District Board members

Agricultural Engineering Branch

Provides engineering leadership and resources for agriculture and food development. The branch develops and implements policies, programs and services, and assists in the development of innovative and practical solutions to agricultural engineering problems.

GENERAL CLASSES OR TYPES OF RECORDS

Publications, reference and resource materials related to agricultural engineering in the following areas:

Alternate fuels
Animal care and welfare
Conditioning
Crops

Energy conservation
Environment
Farm power and energy
Field machinery
Livestock
Manure management
Standards and codes
Storage and processing
The Pollution (By Livestock) Control Act, 1984
The Ethanol Production and Marketing Incentive Regulations

PERSONAL INFORMATION

None

Human Resources Branch

Human Resources Branch provides the department with staffing, classification, staff relations, staff development, and payroll services. It also provides policy direction and guidance relating to personnel administration and management.

The Branch consists of two units -- Personnel and Payroll.

GENERAL CLASSES OR TYPES OF RECORDS

Classification Correspondence

PERSONAL INFORMATION

None

Livestock Branch

The Livestock Branch mission is to provide leadership in the developing animal agriculture for world markets.

The Livestock Branch provides leadership and co-ordination of diverse activities and programs designed to promote viable, long term expansion of the livestock sector and enhance its contribution to the provincial economy. The Livestock Branch contributes expertise and resources to the Department of Agriculture and Food in such global areas as environment and sustainable agriculture, animal welfare, agri-food inspection, trade and industry development, meat and food processing.

GENERAL CLASSES OR TYPES OF RECORDS

Beef Industry
Black Fly Program
Game Farming
Livestock Brands Registration
Livestock Registered Dealers
Livestock Manifests
Pork Industry
Provincial Dairy Laboratory

PERSONAL INFORMATION

None

Economics Branch

The mission of the Economics Branch is to strengthen the primary agricultural and food processing sectors of the provincial agri-food industry through the provision of economic research, analysis and program delivery.

The Economics Branch provides services to the Department, farmers, farm organizations and food industry in agricultural research, marketing systems, market analysis, stabilization, farm business management economic research and policy analysis. The Branch also provides support services to the Agri-Food Council and all marketing boards and commissions organized under the Council.

GENERAL CLASSES OR TYPES OF RECORDS

Agri-Food Council
Agricultural Economics
Agricultural Statistics
AIMS (Agriculture Institute of Management in Saskatchewan)
Farm Income Outlook
Farm Financial Management
Farm Policy Analysis
Farmers in Transition
Food and Beverage Processing
Livestock Incentives Programs
Market Analysis Reports
Policy Research Recommendations
Production Economics
Trade Policy Analysis

PERSONAL INFORMATION

The Production Associations Loan Guarantee Program

Location: Economics Branch **Information Maintained:** Name, address, telephone number, health services number, number of cattle **Uses:** Maintenance **Users:** Program Administrators, financial institutions **Type of Individuals:** Cattle producers

The Feed Grain Adjustment Program (FeedGap)

Location: Economics Branch **Information Maintained:** Name, address, telephone number, social insurance number, number of animals **Uses:** Maintenance **Users:** Program Administrators **Type of Individuals:** Livestock producers

Communications Branch

The Branch provides the communications function for Agriculture and Food to identified client groups, using the most effective and efficient communication tools available. Information regarding government and departmental programs, policies and services are channelled to client groups in a manner that will create awareness, aiding in the development of rural Saskatchewan and the general provincial economy.

GENERAL CLASSES OR TYPES OF RECORDS

Audio-Visual Services
Library and Publication Distribution Centre
Public Affairs
Publications Development

PERSONAL INFORMATION

None

Soils and Crops Branch

The Soils and Crops Branch provides consultant services to the crop protection industry, specialist services on crop technology and development, soil conservation services, technical, developmental and regulatory apiary services, wild rice technology and development and technical and developmental horticulture services.

GENERAL CLASSES OR TYPES OF RECORDS

Crop Protection
Crop Technology and Development
Soil Conservation
Agriculture Technology and Development
Wild Rice Technology
Horticulture Development and Production

PERSONAL INFORMATION

None

Agriculture Development and Diversification Secretariat (ADDS)

The ADDS mandate is to foster the market-oriented diversification of the agri-food sector into new products and more value-added processing.

ADDS assists in identifying new market and new product opportunities for the Saskatchewan agri-food sector.

Client services provided include advising clients and assisting them in structuring their business, developing marketing strategies, finding financing and planning their futures.

GENERAL CLASSES OR TYPES OF RECORDS

Requests for Assistance
Business Plans
Computer Searches
Feasibility Studies

PERSONAL INFORMATION

None

Counselling and Assistance For Farmers (CAFF)

To enhance producers farm business management skills.

In this continuing time of critical financial problems in agriculture, CAFF has been assisting farmers with peer counselling in farm financial management and to help cope with the farm family stress.

The guaranteed line of credit offered to viable farmers enables them to work towards a solid future, based on sound financial planning. The guaranteed operating loan from CAFF has been a major source of assistance for many hundreds of farmers to continue their family farm.

GENERAL CLASSES OR TYPES OF RECORDS

Counselling Correspondence

PERSONAL INFORMATION

Counselling and Assistance for Farmers

Location: CAFF **Information Maintained:** client's name, address and farm location; complete financial statement of farm operation; farm plans projecting cash flow of farm operation; panel report by field staff if visit took place; legal forms if required; reports as required if guarantee given **Uses:** To guarantee loans **Users:** All CAFF staff **Type of Individuals:** Farmers

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Agriculture and Food
Room 223 - 3085 Albert Street
REGINA, Saskatchewan S4S 0B1

Telephone: (306) 787-5141

AGRICULTURE DEVELOPMENT FUND CORPORATION

ADDRESS

Room 133, 3085 Albert Street
Regina, Saskatchewan S4S 0B1

MANDATE

The purpose of the Agriculture Development Fund Corporation (ADF) is to keep the agriculture and food industries competitive through research, development and demonstration.

ORGANIZATION

ADF is organized in three units: Programs, Finance and Administration and Communications. The head office is located in Regina and two regional offices; in Saskatoon and Moose Jaw. This Treasury Board Crown is governed by a Board of Directors appointed by Order In Council and chaired by the Deputy Minister of Agriculture and Food.

ADF was enacted by legislation under Chapter A-15.1, an Act to establish *The Agriculture Development Fund Act* and assented to on July 17, 1989. The ADF reports directly to the Deputy Minister of the Department of Agriculture and food for all operational activities. The Board is responsible for all decisions relating to the selection of programs and projects.

Programs Unit

The Programs Unit negotiates and administers contracts for research, development and demonstration projects approved by the ADF Board of Directors. Research and Development contracts provide funding for discovery and development of new technologies for the agri-food industry. Demonstrations are designed to assist technology transfer of display, under practical conditions, the results of research and development activities and determine the practical suitability and economics of the technology or practice. The unit also works with clients to identify project opportunities, encourage industry support, identify priorities for the agri-food industry, as well as manage the database system for industry/client use.

Finance and Administration Unit

The Finance and Administration Unit coordinates the fiscal and administrative work of all ADF Units by providing high quality client and support services. These services include financial planning and accounting for ADF Management, support services in the areas of budgeting, accounting, revenue and expenditure control, accommodations, purchasing, computer/database and human resources administration, as well as administrative and advisory services to outside agencies.

Communications Unit

The Communications Unit is responsible for the development of vehicles which communicate the goals, objectives, policies, ongoing ideas and success stories to ADF's audiences.

GENERAL CLASSES OR TYPES OF RECORDS

College of Agriculture
Commercialization
Commodities/Production
Demonstration
Food
Correspondence with provincial and federal
    Departments/Agencies
Other Provinces and International
    Policies
Priority Setting
Research and Development
Soils Accord
Strategic Plans
Systems
University of Saskatchewan - General

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

See Agriculture and Food

BOARD OF REVENUE COMMISSIONERS

ADDRESS

Room 480, 2151 Scarth Street
Regina, Saskatchewan S4P 3V7

MANDATE

Any write-off or cancellation of monies owing to the Crown is subject to prior approval of the Board of Revenue Commissioners as delegated by Treasury Board. The Board has the power to hear and determine appeals respecting taxes imposed or assessed pursuant to and by virtue of any taxing enactment and respecting other monies claimed to be due and payable to the Crown where the right of taking appeal to the Board is given by any statute.

ORGANIZATION

The membership of the Board of Revenue Commissioners has traditionally been the same Board membership as the Saskatchewan Municipal Board (previously the Local Government Board).

GENERAL CLASSES OR TYPES OF RECORDS

Appeals of Taxation
Board Orders
Refunds
Write-offs

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Board of Revenue Commissioners
c/o Saskatchewan Municipal Board
Room 480, 2151 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6227

CIC MINERAL INTERESTS CORPORATION

ADDRESS

c/o Crown Investments Corporation
2400 College Avenue
Regina, Saskatchewan S4P 1C8

MANDATE

CIC Mineral Interests Corporation (formerly Potash corporation of Saskatchewan)(the Corporation) is a Crown corporation established in February 1975 and continued under *The Potash Corporation of Saskatchewan Act, 1976.*

In August 1989, *The Potash Corporation of Saskatchewan Reorganization Act* was enacted which allowed the corporation, or any of its subsidiaries, to sell all or substantially all of their assets and liabilities to a new corporation, Potash Corporation of Saskatchewan Inc. (PCS Inc.).

In November of 1989, the Corporation sold substantially all of its assets and liabilities to PCS Inc. for shares in PCS Inc. and ceased active mining operations.

The name of the Corporation was changed to CIC Mineral Interest Corporation on January 10, 1990.

CIC Mineral Interest Corporation has essentially become a holding company which owns and monitors the Province of Saskatchewan's investment in PCS Inc.

GENERAL CLASSES OR TYPES OF RECORDS

Records are maintained by Crown Investments Corporation.

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
CIC Mineral Interests Corporation
c/o Crown Investments Corporation
2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-6851

COMMUNITY SERVICES

ADDRESS

2151 Scarth Street
Regina, Saskatchewan S4P 3V7

MANDATE

To maintain and enhance the quality of life for Saskatchewan residents through the provision of a range of financial assistance, technical advice and advisory services which support an effective decision-making structure in Saskatchewan communities; local services and facilities; and policy development, co-ordination and facilitation of sport, culture and recreations development.

ORGANIZATION

EXECUTIVE ADMINISTRATION

Deputy Minister's Office

Provides staff support to the deputy minister in the overall management of the department, policy coordination and strategic planning.

GENERAL CLASSES OR TYPES OF RECORDS

Agencies, Boards, Committees and Commissions
Program Policy

PERSONAL INFORMATION

None

Communications Branch

The branch is responsible for planning, developing and implementing public awareness activities. It provides support services to department staff and distributes information on department programs and services to its client groups and to the general public.

GENERAL CLASSES OR TYPES OF RECORDS

Contain records relating to the communication function for the following subject areas:

Branch Projects (Arts, Heritage, Multiculturalism, Sport & Recreation, Support Services)
Displays
Election Guides (municipal)
Library Directory
Mailing List Databases
Municipal Directory Database
Newsletters
Pamphlets
Promotional Materials
Public Relations, policies and guidelines
Publicity and Advertising
Special Events (Official openings, Saskatchewan and Canada Games)
Speeches
Video tapes (training and program)

PERSONAL INFORMATION

None

COMMUNITY DEVELOPMENT DIVISION

The division is responsible for providing planning approvals, subdivision applications and zoning orders. In addition, the division provides many services to municipalities including advisory and educational services, inspection services, and advice on a variety of municipal issues.

Fire Commissioner's Office

To promote fire protection and fire prevention in communities through training and education, fire investigation and approval of building plans.

Community Planning Services Branch

To provide a land-use planning service including subdivision approval to communities that do not have the resources to provide the service. Responsible for the administration of the legislation and regulations involving the review and approval of Development Plans, Basic Planning Statements, Zoning Bylaws, Dedicated Land sale or exchange, applications for annexation, incorporations and status changes, and expropriation proposals in urban municipalities. Issues decisions on all subdivisions in most urban municipalities, in one Qu'Appelle Valley planning district, and in Northern Saskatchewan.

Building Standards Office

To ensure building safety through setting and monitoring standards and assisting municipalities in the application of standards.

Municipal Advisory Services Branch

Responsible for Urban Advisory Services, education and training of municipal officials, and inspections by the Board of Examiners.

Emergency Measures Organization

To promote and co-ordinate emergency preparedness and disaster response by all levels of government.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information related to community development, community land-use planning and development, emergency preparedness, and information on municipal boundaries.

Arena Safety
Board of Examiners
Building Codes and Standards
Building Inspector Assistance
Building Inspector Training and Certification
Building Officials Association (Saskatchewan)
Building Report Forms
Building Standards
Business Improvement Districts (BID) in Urban Municipalities
Business Tax
City Clerks Association
Construction Industry Associations and Organizations
Emergency Measures Training Course Records
Fire Department Information
Fire Department Surveys
Fire Fighter Training Course Reports
Fire Inspection Files (Towns)
Fire Investigation Reports
Inter-Municipal Cooperation Assistance Program
Joint Emergency Preparedness Program (JEPP)
Legal Opinions on Legislation Impacting Local Government
Licensing
Line Load Control Program (LLC)
Liquor
Local Improvement Procedures
Municipal Administration Procedures
Municipal Boundary Alterations
Municipal Building Bylaws
Municipal Enforcement Assistance Program
Municipal Incorporations - Change of Status
Municipal Management Training
Nuisances
Provincial Association of Resort Communities (PARCS)
Provincial/Territorial Committee on Building Standards
Saskatchewan Assessment Management Agency
Saskatchewan Building and Accessibility Standards Appeal Board
Saskatchewan Municipal Board
Statistical Data on Fires
Statutory Planning and Zoning Documents
Store Hours
Urban Administration Development Program
Urban Dedicated Land
Urban Licence Inspectors Association (Saskatchewan)
Urban Municipal Administrators Association of Saskatchewan
Urban Municipal Incorporations
Urban Municipality Files
Urban Subdivision of Land Applications
Western Education Strategy

PERSONAL INFORMATION

Board of Examiner Files

Location: Community Planning Services **Information Maintained:** Permit and audit applications, correspondence, certificates of qualification, references, reports on work performance, university transcripts **Uses:** To determine eligibility for employment in municipal administrative positions **Users:** Members of the Board of Examiners **Type of Individuals:** All individuals who qualify for employment as clerks/administrators

Building Inspector Surveys

Location: Building Standards Office **Information Maintained:** Name, employer, duties **Uses:** Design of training courses **Users:** Department staff and Saskatchewan Building Officials Association Inc. **Type of Individuals:** Municipal building inspectors

Clerk/Administrator Files

Location: Municipal Advisory Services **Information Maintained:** Name, address, work inspection reports **Uses:** Maintain record of work history; assess need for future programs and training **Users:** Advisory Services staff **Type of Individuals:** Persons employed by urban municipalities

Fee for Service Inspectors

Location: Building Standards Office **Information Maintained:** Name, address, resume **Uses:** Source of private industry inspectors **Users:** Municipalities **Type of Individuals:** Persons and companies who may be available to provide inspection services

Fire Fighter Training Exam Files

Location: Fire Commissioner's Office **Information Maintained:** Test results **Uses:** Maintain bank of exams for testing of candidates who participate in courses conducted by this office **Users:** Fire Commissioner's Branch staff **Type of Individuals:** Course participants

Inspection Reports (Group Homes, Approved Homes, etc.)

Location: Fire Commissioner's Office, Saskatchewan Social Services **Information Maintained:** Reports **Uses:** To maintain a record of property conditions and inspections **Users:** Fire Commissioner's Branch, owner, Social Services **Type of Individuals:** Property owners

Order to Remedy Fire Hazardous Conditions

Location: Fire Commissioner's Office **Information Maintained:** Correspondence, inspection reports, orders to remedy, follow-up documentation **Uses:** To have deficiencies corrected **Users:** Fire Commissioner's Branch staff, owners of buildings and fire departments **Type of Individuals:** Property owners

Saskatchewan Building and Accessibility Standards Appeal Board Appointments

Location: Building Standards Office **Information Maintained:** Name, address, resume **Uses:** Basis of selection for appointment to board **Users:** Minister of Community Services **Type of Individuals:** Nominees to board

Saskatchewan Building and Accessibility Standards Appeal Board Hearings

Location: Building Standards Office **Information Maintained:** Name, address, appeal request, supporting documentation, decision **Uses:** Basis of board decision **Users:** Appeal Board members **Type of Individuals:** Appellants

HOUSING AND ADMINISTRATIVE SERVICES DIVISION

Administrative Services

Provides support and service for the department in the centrally administered functions of financial accounting and management, asset acquisition and maintenance, human resource planning/ development, computer service planning/ maintenance and acts as central control for the delegated authorities from the Department of Finance, the Public Service Commission and the Saskatchewan Property Management Corporation.

Financial Operations

Financial Management, Audit Unit

Provides support services in the areas of budgeting, financial systems analysis and control, and financial policy. The unit is also responsible for coordinating budget and information data for Treasury Board and Legislative Committees. It also conducts internal program and financial audits.

Home Improvement Mortgage and Loans Program Administration

Responsible for the administration and collection activity on mortgages and loans held by the Housing Division. This unit reviews all lender default claims and maintains collection activity on all loans assumed via this guarantee and maintains collection activity on all applicants who misused the program.

Grants

Administers the Home Modification for the Physically Disabled Program - an income-tested program that provides assistance to physically disadvantaged people to pay for modifications which will assist them in their daily living.

Legal

Advises and assists staff with all matters of a legal nature and acts as a liaison with outside counsel.

Saskatchewan Mortgage Guarantee Program

Provides all administration services related to the day-to-day activities of this insurance program.

Intergovernmental Affairs and Northern Housing

Policy and Research

This area provides management support services to the Division's executive; and conducts and monitors research studies on issues or programs relating to the Division's needs. It conducts housing related policy and program development activities for the Department of Community Services. This area also administers the Methods, Products and Ideas (MPI) Program.

Rural and Native Housing

Provides collection and administrative services related to the Rural and Native Housing program that consists of single family dwellings sold or leased to low income families. This unit also provides policy and procedural guidelines to other units involved in the administration of the program.

Northern Housing

Responsible for the management of the northern Housing portfolio through the Prince Albert Regional Office.

Program Operations

Project Development

Implements federal/provincial programs which result in delivery of housing units within Saskatchewan.

Property Management

Involves the operating (versus capital) side of projects delivered by the provincial government through its administrative, financial and inspection units.

Land

Administers cost sharing agreements with towns and cities for the development of serviced lots. Staff are responsible for the management, development and sales of the division's land interests throughout the province as well as providing assistance to other branches with regard to land requirements.

Inspection

Provides inspection services for all projects administered by the Housing Division.

Northern Development and Planning Services Branch

Responsible for a broad range of issues, policy initiatives and development projects, focusing on the economic growth of Northern Saskatchewan. Working closely with government departments, northern industries, communities and interest groups, the branch facilitates the coordination, promotion, formation and implementation of more effective approaches for developing the northern region. Surface Lease agreements with mineral developers in northern Saskatchewan are negotiated, administered and monitored by the branch office in La Ronge. Specialized planning on land use matters for northern communities is provided through the Northern Community Planning Branch in Prince Albert.

Northern Municipal Services Branch

To deliver transfer payments to urban and northern municipalities to support community operating and capital needs.

To provide expertise and advice to other provincial departments and agencies that interact with northern communities.

GENERAL CLASSES OR TYPES OF RECORDS

Contain records pertaining to the administration of housing-related programs and initiatives. Also contain information on the general administrative and financial matters of the department including human resources, computer equipment and support services.

Athabasca Development
Canada Mortgage and Housing Corporation (C.M.H.C.) Liaison Committee
Community Market Analysis
Construction Advance
Cumberland House Development Agreement
Home Builders Assistance Programs
Housing Authority Appointments and Agreements
Housing and Urban Development Association of
    Canada (H.U.D.A.C.) (includes policies, minutes, correspondence)
Flin Flon Boundary Agreement
Green Lake Trust
Heritage North/Tourism
Infill-Housing (includes correspondence, inspection
    reports, application for payment)
Inspection Reports
La Loche Road
Land (includes appraisals, infill sites, acquisition
    and holding, assembly, subdivision, lots, and projects)
Landscaping Tenders
Maintenance Manuals
Management Science America (general ledger
    system containing batch proofs, customer reports)
Maps
Market Rent Surveys
Mineral Surface Lease Agreements
Mortgage Administration
Non-Profit Housing Operating Agreements
Northern Capital Grants Program
Northern Community Files
Northern Crown Land Transfers
Northern Development Policies
Northern Development Task Force & Planning Committee
Northern Economic Development Grants
Northern Economic Development Subsidiary Agreement
    (NEDSA)
Northern Revenue Sharing
Northern Revenue Sharing Trust Account
Productivity Studies
Program Administration (Build-a-Home Saskatchewan,
    Co-operative Building, Direct Lending, Energy Conservation, Enriched Housing, Farm Program, Home Energy Loan, Home Modification for the Disabled, Innovative Housing, Methods, Prairie Housing Development, Products and Ideas, Residential Rehabilitation Assistance, Rural & Native Housing, Rural Rehabilitation Assistance, Saskatchewan Family Home Purchase Program, Saskatchewan HOME Program, Saskatchewan Mortgage Guarantee Program, Warm Up Saskatchewan)
Project Inventory Report
Project Plans (site, survey and original project
    documents)
Project Vacancy Report
Property (includes plans, maintenance, repairs and
    warranties)
Proposals (grouping and program)
Public Housing (includes tender documents,
    agreements and general administrative records)
Regional Community Economic Development
Renewable and Non-Renewable Resources
Rent Supplements
Rental Agreements
Saskatchewan Housing Corporation Board Minutes
Special Purpose Housing (Group Homes and
    Special Care Homes)
Statistical Data Base
Taxes (related to mortgages)

Transportation and Utilities
Urban Native Housing (agreements and subsidy approvals)

PERSONAL INFORMATION

Contain information required to administer and determine eligibility for programs offered by the Housing Division.

Business Tax Assistance Program

Location: Administrative Services Branch **Information Maintained:** Name and address of business, assessment roll number, name of business owner or designate, total business tax levied, paid and reimbursed **Uses:** Determine eligibility of applicants and maintain record of payments made **Users:** Administrative Services staff **Type of Individuals:** Program applicants

Direct Lending Program

Location: Housing Division **Information Maintained:** Name, address, mortgages, fire insurance, renewals **Uses:** Record of payments made, maintain a record of liens on property **Users:** Program staff **Type of Individuals:** Program participants

Farm Program

Location: Housing Division **Information Maintained:** Mortgages, income tax returns, fire insurance, applications, and inspection program policies **Uses:** Record of payments made, maintain a record of liens on property **Users:** Program staff **Type of Individuals:** Program participants

General Mortgages

Location: Housing Division **Information Maintained:** Applications, correspondence, income verification **Uses:** Determine applicant's credit history, financial status and to maintain personal security of debt **Users:** Financial staff **Type of Individuals:** Persons holding mortgages with Corporation

Home Improvement Grants

Location: Housing Division. **Information Maintained:** Applications forms/estimates/quotes, invoices/contracts, inspection reports, and declarations **Uses:** Determine applicant's eligibility for program **Users:** Program staff **Type of Individuals:** Program applicants/participants

Home Improvement Loans

Location: Housing Division **Information Maintained:** Applications, registered caveats, land titles documents, security agreements, collection letters, credit bureau reports and credit check reports, work completion forms, promissory notes, repayment history, appraised values and security documents **Uses:** Determine applicant's credit history, financial status and to maintain personal security of debt **Users:** Program staff **Type of Individuals:** Program applicants/participants

Home Modification for the Disabled

Location: Housing Division **Information Maintained:** Applications, estimates, doctor's certificates, income tax returns and commitments **Uses:** Determine eligibility of applicant, determine eligibility of funding **Users:** Program staff **Type of Individuals:** Program applicants and participants

Housing Authority Files

Location: Local Housing Authority Offices **Information Maintained:** Applications for housing, name, address, telephone numbers, personal financial information, lease agreements, rent reviews records of payments, correspondence, employee records **Uses:** Determine eligibility of applicant, determine amount of rental payment, record of payments made, maintain a record of tenancy, maintain employee records, monitor the performance of the Housing Authority **Users:** Housing Authority staff, Housing Division Property Management staff, auditors **Type of Individuals:** Applicants, present tenants, former tenants, employees

Legal Matters

Location: Housing Division **Information Maintained:** Correspondence, decision rulings and opinions, policy and procedures **Uses:** Maintain a record of legal proceedings **Users:** Legal staff **Type of Individuals:** Past and present clients

PHD (Non-Profit Rental Housing Program)

Location: Housing Division **Information Maintained:** Socio-economic data on social housing tenants (senior citizens and families) **Uses:** Internal reporting purposes **Users:** Research staff **Type of Individuals:** Housing tenants

Private Non-Profit Subsidized Housing Files

Location: Non-Profit Corporation's Agent's Office **Information Maintained:** Application for housing, name, address, telephone number, personal financial information, lease agreement, rent review, records of payment, correspondence, employee records **Uses:** Determine eligibility of applicant; determine amount of rental payment; record of payments make; maintain a record of tenancy; maintain employee records; monitor the performance of the group **Users:** Non-Profit group and/or agent, Housing Division Property Management staff, auditors **Type of Individuals:** Applicants, present tenants, former tenants, employees

Public Housing Survey

Location: Housing Division **Information Maintained:** Socio-economic data on social housing tenants (senior citizens and families); information includes household size, sex and age of head of household, source of income, household income, and monthly rent **Uses:** Internal reporting purposes **Users:** Research staff **Type of Individuals:** Housing tenants

Residential Rehabilitation Assistance Program

Location: Housing Division **Information Maintained:** Mortgages, fire insurance, applications, inspections, income tax returns **Uses:** Determine eligibility of applicant, record of payments made **Users:** Program staff **Type of Individuals:** Program participants

Rural & Native Housing Program

Location: Housing Division **Information Maintained:** Client name, spouse's name, marital status, legal description of mortgage property, mailing address of client, mortgage documents, Promissory Notes, leases, certified copies of titles, proof of fire insurance, payment type and amount, record of taxes paid on behalf of each client **Uses:** General information and program maintenance, payment collection, maintenance of records on mortgaged and leased properties **Users:** Program staff, auditors **Type of Individuals:** Mortgage and rental clients

Saskatchewan Family Home Purchase Program

Location: Housing Division **Information Maintained:** Mortgages, income tax returns, fire insurance, applications, inspections **Uses:** Record of payments made, maintain a record of liens on property **Users:** Program staff **Type of Individuals:** Program applicants/participants

Saskatchewan Mortgage Guarantee Program

Location of Bank: Housing Division **Information Maintained:** Property legal description, appraised values, property values, applicant personal information, insurance agreements, surveyor certificate, purchase prices, yearly mortgage balance **Uses:** Maintain records **Users:** Program staff **Type of Individuals:** Program applicants/participants

Security - Mortgages

Location: Housing Division **Information Maintained:** Registered mortgage documents, promissory note subsidy agreements, fire insurance, surveyor's certificate, tax certificates **Uses:** Maintain a record of liens on property **Users:** Program staff **Type of Individuals:** Program participants

Senior Citizens' Home Repair Program

Location: Housing Division **Information Maintained:** Applications, inspections, copy cheque requisitions **Uses:** Maintain records of grants paid **Users:** Program staff **Type of Individuals:** Program applicants/participants

FINANCIAL ASSISTANCE AND POLICY SERVICES DIVISION

To encourage the financial health of urban municipalities by providing financial assistance and a policy and legal framework that is responsive to changing needs and conditions, that assists municipalities in addressing the service and facility needs of their residents, and that promotes municipal efficiency, responsibility and accountability.

To provide initiative and support across the scope of Community Services responsibilities with respect to policy and program analysis and development, problem-solving, strategic planning, legislation and regulations.

Provincial Library Branch

Provincial Library administers the Department's operating funding to public library systems in the province and works toward equitable access to library services for all residents of Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information related to municipalities' financial information, transfer payments made to municipalities, project development and management, the department's strategic plans and policy development initiatives, and support of library services.

Programs and Grants to Municipalities:

Business Tax Assistance Special Recognition Program
Community Capital Fund and Community Capital Fund II
Community Development Assistance Program
Community Services Contribution Program
Cultural/Recreational Facilities Program
Industrial Towns Program
Inter-Municipal Fire Protection Program
Inter-Municipal Recreation Program
Library Automation Project
Library Operating Grant Program
Local Improvement Districts
Municipal Capital Program
Municipal Road Ambulance Program
Municipal Transit Assistance Program
Municipal Winter Works Program
Neighborhood Improvement Program
Provincial Capital Fund
Revenue Sharing Grants
Saskatchewan Community Builds Program
Transit for the Disabled Program
Urban Loan Assistance Program
Urban Parks Program
Urban Revenue Sharing

Special Project files:

Committee on Local Election Financing
Local Government Finance Commission
Municipal Boundaries Commission
Rail Relocation
Regina Airport Expansion
Regina Multi-modal Transportation Facility
Regina Granular Activated Carbon Water Treatment System
Urban Law Review Commission

Operational files:

Annual Survey of Public Libraries
Assessment
Community Files
Downtown Revitalization
Grants-in-lieu of Taxes
Industrial Towns
Legal Interpretations
Municipal Debentures and Debt
Municipal Library Bylaws and Indian Band Library Resolutions
Municipal Statistics
Population Projections and Census
Property Tax Statistics
Public Libraries Act - Inquiries
Public Library Services
Store Hours
Taxes (includes business taxes, tax exemptions and discounts)
Transportation
Urban Parks
Ward System

Water and Sewer Operations

PERSONAL INFORMATION

CNIB Registered Library Borrowers File

Location: Provincial Library Branch **Information Maintained:** Name, address, phone number and date of birth of borrower, name of branch library, CNIB Registration Number (optional), access to four-track cassette player, nature of disability, address, signature, phone number, title and occupation of professional authority, date of application **Uses:** Visually impaired or physically disabled borrowers as determined by talking book producers **Users:** Staff of Provincial Library, branch libraries and regional libraries **Type of Individuals:** Persons who are legally blind, visually impaired, physically disabled, or have a reading disability due to an organic dysfunction

List of Trustees on Saskatchewan Library Boards

Location: Provincial Library Branch **Information Maintained:** Names, addresses, phone numbers **Uses:** Information **Users:** Provincial Library **Type of Individuals:** Current trustees on Library Boards

PROVINCIAL SECRETARY'S DIVISION

Keeper of the Great Seal of Saskatchewan and issues all letters patent, commissions and documents requiring the Seal. Provides support services to the Legislative Building.

Office of French-language Coordination

To assist government in offering French-language services, specifically in the areas of translation, community liaison, coordination of provincial initiatives and development of policy.

GENERAL CLASSES OR TYPES OF RECORDS

Client Translation Files
Distinguished Saskatchewanians
Future Corporation
Gaming Policy
Globe '90
Government Inquiry Centre
Grey Cup
Legislative Building Official Art Work
Lieutenant Governor's Office
Literacy in Saskatchewan/Award of Merit
Moose Jaw Downtown
Professions Act/Proposed Legislation
Provincial Inquiry Centre
Publishing
Redberry Development Corporation
Royal Visits
Saskatchewan Communications Network (formerly SCAN)
Saskatchewan Film & Video Corporation (SaskFILM)
Saskatchewan Museum Association
Saskatchewan Science Centre
Western Diversification

PERSONAL INFORMATION

Francophone Community of Saskatchewan

Location: Office of French-language Coordination **Information Maintained:** Name, address and telephone numbers of all provincial/regional/community/sectorial associations regarding the francophone community in Canada **Uses:** Facilitate liaison functions of the office **Users:** Staff of Office of French Language Coordination **Type of Individuals:** Executive members of francophone organizations

List of Freelance Translators

Location: Office of French-language Coordination **Information Maintained:** Name, address and telephone numbers of freelance translators across Canada **Uses:** Hiring of translators **Users:** Staff of Office of French Language Coordination **Type of Individuals:** Freelance translators in Canada

CULTURE AND RECREATION DIVISION

To develop, co-ordinate, promote and implement policies and programs relating to cultural, physical or social development and the preservation and development of heritage or recreational resources.

Recreation Branch

To improve the quality of life for all Saskatchewan residents through recreation development. To provide an overall direction to the recreation delivery system, ensuring equal access to quality participation opportunities for all Saskatchewan citizens. A major focus of the branch is the use of recreation as a tool for community development and individual self-improvement.

Arts and Multicultural Branch

To provide leadership in the arts and multiculturalism through the coordinated development of policy, legislation, and program direction.

The Branch works with other government agencies (federal, provincial and municipal) and the non-government sector to develop policies, legislation and program direction in the arts and multiculturalism. This includes issues that affect individual artists, and arts and multicultural organizations, as well as areas such as intercultural understanding and racism.

Heritage Branch

To ensure the conservation, management and development of the province's heritage resources in order that the people of Saskatchewan access their full social and economic benefits.

The Heritage Branch administers *The Heritage Property Act* and is responsible for the operation of the Museum of Natural History and Government House Historic Property. It coordinates funding for the Saskatchewan Archives and has responsibility for the Heritage Advisory Board, the Heritage Property Review Board and the Saskatchewan Heritage Foundation.

GENERAL CLASSES OR TYPES OF RECORDS

Arts and Cultural Industries
Arts and Cultural Industries Issues/Projects/Publications/Newsletters
Branch Zones General Correspondence
Cultural Assistance Program
Games
Heritage Language Program
Heritage Resources Management Section
- Archaeology (permit guidelines, project reports, site files and maps)
- Architecture (technical products and methods, site reviews, building plans)
- History (inventory register, grant applications and related materials, site research files)

Lottery Agreements
Ministers' Directed Fund
Multicultural Issues/Projects/Publications/Newsletters
Multicultural Organizations
Museum of Natural History
- Archaeological/Ethnology Accession Records
- Archaeological/Ethnology Site Files
- Life Sciences Accession Records
- Life Sciences Site Records
- Paleontological Accession Records
- Paleontological Locality Site Files

National Organizations
Provinces, Universities and Technical Institutes
Provincial Cultural Organizations
Recreation Associations
Recreation Programs
Resident Artist Program
Resource Centre Steering Committee
Sask Sport Inc.
Saskatchewan Heritage Foundation
- Board of Directors Appointments and Meetings
- Communications
- Donations of Property
- Finance Committee; Grants; and Planning and Priorities Committee Meetings
- Heritage Trust Agreements
- Provincial Auditor; Revenue Canada
- *Saskatchewan Heritage Foundation Act*

Saskatchewan Parks and Recreation Association
Sport Associations
Sport Programs
Zone Sport Councils

PERSONAL INFORMATION

Archaeological Permits

Location: Heritage Branch **Information Maintained:** Name, Address, Telephone Number, Project Description **Uses:** Evaluate and Assess Applications **Users:** Heritage Branch Regulatory Staff **Type of Individuals:** Individuals and firms applying to conduct Archaeology in Saskatchewan.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Community Services
9th Floor, 2500 Victoria Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2635

CO-OPERATIVE SECURITIES BOARD

ADDRESS

850 - 1914 Hamilton Street
Regina, Saskatchewan S4P 3V7

MANDATE

To regulate the sale of securities or investments by co-operatives and credit unions. The Co-operative Securities Board administers Part XIX of *The Co-operatives Act, 1989* and Part XVIII of *The Credit Union Act, 1985.*

ORGANIZATION

The Co-operative Securities Board (the "Board") consists of up to five appointed board members. The Board has one part-time, paid staff person, whose title is Secretary.

The Board is responsible for reviewing and approving applications from co-operatives and credit unions that wish to sell their securities in Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

financial statements
prospectuses

PERSONAL INFORMATION

Principals of Co-operatives

Location: Co-operative Securities Board **Information Maintained:** name, address, phone number, birthdate, education, occupation, employment, past financial transactions, business history **Uses:** to decide whether the management of a new co-operative has appropriate background and skills **Users:** Co-operative Securities Board and Secretary **Type of Individuals:** Directors and senior officers of a new co-operative that wants to issue securities for the first time.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

CRIMES COMPENSATION BOARD

ADDRESS

c/o Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

MANDATE

The purpose of the Board is to assist victims of violent crimes that occur within the province.

ORGANIZATION

The Board consists of a Chair, Vice-chair, one member and support staff.

The Board administers compensation under *The Criminal Injuries Compensation Act*. Relevant information is gathered by the Board and hearings are held at major centres in Saskatchewan on a semi-monthly basis. Recommendations are then forwarded to the Department of Justice for payment.

Monetary awards can be recommended to the victims, the surviving spouse and/or dependents when an injury or death occurs as a result of an unprovoked act of criminal violence. The Board has the power to recommend monetary compensation for various reasons including pain and suffering, nervous shock, and for actual expenses incurred by a victim. In the case of the death of the victim, the Board can recommend compensation for funeral expenses and pecuniary loss.

GENERAL CLASSES OR TYPES OF RECORDS

Board Awards
Monthly Reports
Restitution from Offenders
Year End Reports

PERSONAL INFORMATION

Location: Crimes Compensation Board
Information Maintained: Applicant/victim's name, address, complete details of incident, all documentary evidence submitted. Offender's name **Uses:** Determine whether or not compensation should be paid **Users:** Crimes Compensation Board staff **Type of Individuals:** Applicants for compensation, victims of crime

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

CROWN INVESTMENTS CORPORATION

ADDRESS

2400 College Avenue
Regina, Saskatchewan S4P 1C8

MANDATE

The Crown Investments Corporation is a Crown corporation operating under a Board of Directors with three main areas of concentration.

The Crown Investments Corporation acts as a financial holding company and oversees the operations of those commercial Crown corporations under its purview.

Crown Investments Corporation is the sponsor for the Capital Pension & Benefits Administration (formerly known as the CIC Pension & Benefits).

ORGANIZATION

Administration

Responsible for all Crown Investments Corporation administrative services including: staffing, job classification, employee relations, budgetary process, information systems, inter-governmental relations and general in-house counsel.

In its monitoring role for other Crown corporations, Crown Investments Corporation is responsible for monitoring their performance through: the application of generally accepted accounting and management practices and procedures, monitoring of corporate capital and operating budgets allocation of loan and equity funding (when required), establishment of dividend policies, preparing consolidated financial statements and the preparation and coordinating of short and long term financial plans.

GENERAL CLASSES OR TYPES OF RECORDS

Contains general administrative records as described in the common records section.

PERSONAL INFORMATION

None

Accounting Services

Manages the financial affairs of the corporation, is responsible for tracking corporate budgets, preparing financial statements, co-ordinating financial plans and administering the payroll.

GENERAL CLASSES OR TYPES OF RECORDS

Loan agreements and documentation
Purchase and sale agreements
Receipt, control and expenditure of funds for the Crown corporations and entities which Crown Investments Corporation administers.

PERSONAL INFORMATION

None

Projects

Co-ordinates and evaluates economic growth and diversification opportunities by utilizing internal and external expertise.

GENERAL CLASSES OR TYPES OF RECORDS

Records relating to the analysis of privatization and economic development opportunities.

PERSONAL INFORMATION

None

Pension & Benefits Administration

As sponsor for the pension and benefits plans for most Crowns and certain other related entities, Crown Investments Corporation provides the staffing and administration for Capital Pension & Benefits Administration which operates under its own board of directors and administers pension and benefit service for 37 organizations and close to 6,000 members.

GENERAL CLASSES OR TYPES OF RECORDS

Records relating to the administration of those members of the Capital Pension & Benefits Plan regarding policies, claims, payments and receipts of payments.

PERSONAL INFORMATION

None

OTHER RELATED CROWN AND INVESTMENTS ADMINISTERED BY CROWN INVESTMENTS CORPORATION

Agricultural Development Corporation of Saskatchewan (wound up in 1990)
CIC Industrial Interests Inc.
Saskatchewan Diversification Corporation
CIC Mineral Interests Corporation
Saskatchewan Computer Utility Corporation (inactive)
Saskatchewan Development Fund Corporation
Saskatchewan Mining Development Corporation
Saskatchewan Minerals (wound up in 1988)
Municipal Financing Corporation of Saskatchewan

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Crown Investments Corporation

2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-6851

ECONOMIC DEVELOPMENT

ADDRESS

1919 Saskatchewan Drive
Regina, Saskatchewan S4P 3V7

MANDATE

The Department's mandate is to develop, coordinate, promote and implement policies and programs of the Government of Saskatchewan that encourage the development and diversification of the Saskatchewan economy; maintain, expand and diversify Saskatchewan's export products and their markets; increase the inflow of investment from outside Saskatchewan, and develop investment projects that will enhance the province's export base; and stimulate development of an industrially based advanced technology sector, and support research and development initiatives.

ORGANIZATION

The department is organized into six divisions, with 20 branches under the divisions. The public are served through a network of offices that are located throughout the province. Consult the Government Telephone Directory for addresses. The department also has an international office in New York.

CHIEF ECONOMIST

Policy and Research Branch

To develop and co-ordinate economic policies for the Department and the government in consultation with industry, communities and others to service the Department and the House with timely program, policy and economic information.

Trade Policy Branch

This branch provides the government with technical expertise on trade policy and market development activities: identifying negotiating objectives and formulating provincial positions and strategies, on all issues in the General Agreement on Tariffs and Trade (GATT) negotiations, and North America Free Trade Agreement Negotiations; managing the province's role in the implementation of the Canada-U.S. Free Trade Agreement (FTA); and managing the province's input to trade disputes affecting Saskatchewan industries; analyze potential markets for Saskatchewan exports; and identify and act to reduce barriers to trade faced by Saskatchewan exporters.

CO-OPERATIVES DIRECTORATE

This branch manages co-operative policy and program development. Working closely with co-operatives, other government departments and interest groups, staff: identify and implement targets and priorities for co-operative development; and review and monitor legislation that affects co-operatives.

GENERAL CLASSES OR TYPES OF RECORDS

Economic Forecasts/Analysis
Economic Projects
Policy Issues and Background Information
Tourism Studies
Trade Policy Issues
- General Agreement on Tariffs and Trade (GATT) and North American Free Trade Agreement (NAFTA)

PERSONAL INFORMATION

None

DIVERSIFICATION/PROGRAM OPERATIONS DIVISION

The Diversification/Programs Operations assist existing businesses and potential entrepreneurs create and/or expand business activity in the province through project assistance, investment programs and services.

The Diversification Division is made up of the following branches: Project Information Branch; Trade Development Branch; Sector Development Branch; Market Development Branch; and Development Services Branch.

The Programs Division is made up of the following branches: Program Administration and Compliance Branch; Investment/Immigration Branch; Technology Programs Branch; Community Bonds Branch; Tourism Programs Branch; and the

Northern Revolving Loan Fund Branch (La Ronge).

The Northern Revolving Loan Fund Branch, in the absence of conventional loan investment capital for entrepreneurs in northern Saskatchewan, provides full term, fixed rate capital and operating loans to eligible commercial applicants.

GENERAL CLASSES OR TYPES OF RECORDS

Associations and Interest Groups
Community Tourism Assistance Program
Cost Shared Market Studies
Database of Saskatchewan Manufacturers
Federal/Provincial Regional Development Agreements and program files under these agreements
Immigrant Investor program funds
Labour-sponsored Venture Capital Program
Science and technology planning and policy documents
Small Business Investment Incentive Program
Studies and surveys
Venture Capital Program

PERSONAL INFORMATION

Loan Files

Location: Diversification/Program Operations Division **Information Maintained:** Contain information on individuals that receive loans from the Northern Saskatchewan Loan Fund. Records business name; individual name; address; telephone number; and loan information. **Uses:** Loan Fund **Users:** Branch Staff **Type of Individuals:** Individuals that receive loans from the Northern Saskatchewan Loan Fund

Venture Capital Program

Location: Diversification/Program Operations Division **Information Maintained:** Information on registrants in the Venture Capital Program. **Uses:** Records business name; individual name; address; telephone number; and information related to the Venture Capital Program **Users:** Program Compliance Staff **Type of Individuals:** Shareholders in the Venture Capital Corporations that are registered under The Venture Capital Corporation Act.

INTERNAL OPERATIONS DIVISION

The Internal Operations Division is a central support function that provides accounting, human resource, administration and computer services to the Department.

Financial Services Branch

This branch provides accounting, facility management, and procurement services to the Department. It also facilitates the financial co-ordination of the budget process and fiscal forecasting.

Systems and Operations Branch

This branch provides accounting, facility management, and procurement services to the Department. It also facilitates the financial co-ordination of the budget process and fiscal forecasting.

Communication Branch

This branch supports the corporate as well as business-side activities of the Department and maximizes their effectiveness by providing both reactive service and proactive leadership in issues management; by advising senior management on communications needs and developing communications strategies; and, by identifying, developing, delivering and assessing communications programs.

Specifically, this branch develops, manages and monitors advertising programs and print projects in support of the Department's efforts to develop trade, small business, co-operatives, community bonds, diversification and investment. Branch staff also provide logistics management, design and procurement of exhibitory and promotional items, department-client liaison and other support functions for departmental participation in trade shows, special events and other functions related to the Department's mission.

It also provides research, analysis, co-ordination, design and writing support for the entire Department' public communications needs. To this end, tasks include media monitoring, news releases, speeches, feature stories, miscellaneous copy-writing, and correspondence.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information required to provide promotional, editorial and general enquiry support for department programs and services.

These records also contain information on general administrative and financial matters, personnel records, and information technology.

PERSONAL INFORMATION

None

SMALL BUSINESS DIVISION

The Small Business Division encourages and assists entrepreneurship in the province through business/co-operative growth and diversification.

Business Resource Centre Program

The 13 Business Resource Centre locations (BRCs) throughout the province house an extensive collection of business information and statistics: Staff work with entrepreneurs from within their region to: identify and promote government programs and assistance; source information pertinent to the start-up or expansion of a business; consult on business matters; assist in the preparation of business plans; assess a project's viability; and develop viable co-operative ventures.

GENERAL CLASSES OR TYPES OF RECORDS

Contains most common administrative records as described in the common records section of the Directory.

PERSONAL INFORMATION

Business Resource Centre Program Clients

Location: Small Business Division **Information Maintained:** Records business name; individual name; business address; telephone number; type of business; and why the individual contacted the department **Uses:** This information is used to track branch activities and to develop mailing lists to interested individuals Users: Staff of the Small Business Division **Type of Individuals:** Clients of the Business Resource Centre Program

TOURISM DIVISION

The Tourism Division is the government's principal contact on all matters directly related to tourism marketing, travel information and human resources.

Tourism Information Services Branch

Industry liaison and co-ordination of departmental activities with the Saskatchewan tourism industry; co-ordination and development of tourism industry standards, certification of tourism occupations, and career awareness programs with educators and tourism industry representatives; data collection, development and distribution of tourism information publications and audio-visual materials; travel counselling services through Tourism Saskatchewan and inquiry analysis; and management of contractual agreement with TISASK regarding operation of provincial visitor reception centres.

Tourism Marketing and Advertising Branch

To develop, co-ordinate and implement provincial tourism marketing and advertising strategies in consultation with industry and communities and market Saskatchewan as a destination for: Packaged travel for travel trade; adventure and incentive travel; business (convention and meetings) travel; and general touring.

GENERAL CLASSES OR TYPES OF RECORDS

Tourism Associations
Tourist Information

PERSONAL INFORMATION

Tourism Information System

Location: Tourism Division **Information Maintained:** Contains information on the individuals that have requested tourism information. **Uses:** Records individual name; address; telephone number; and information requested. This information is used to plan future advertising campaigns. **Users:** Tourism Division Staff **Type of Individuals:** People who have contacted the Division for tourism information.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Economic Development
9th Floor, 1919 Saskatchewan Drive
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-1535

EDUCATION

ADDRESS

2220 College Avenue
Regina, Saskatchewan S4P 3V7

MANDATE

Our mandate is to further the accomplishment of the Goals of Education for Saskatchewan. The outcome of the goals is described as an educated individual who demonstrates the following characteristics: Basic skills, lifelong learning, understanding and relating to others, self-concept development, positive life-style, spiritual development, informed career and consumer decisions, membership in society, and growth with change.

ORGANIZATION

The department is organized into 11 divisions: Institute Liaison and Adult Special Services; Skill Training and Adult Education; Regional and Field Services; Curriculum and Instruction; Evaluation and Student Records; Official Minority Language Office; Human Resources; Finance and Operations; Northern Division; Planning and Information; and Universities.

The Skill Training and Adult Education Division, Regional and Field Services Division, Institute Liaison and Adult Special Services Division; Official Minority Language Office, Curriculum and Instruction Division and Evaluation and Student Records Division report to two Assistant Deputy Ministers. The remaining divisions report directly to the Deputy Minister. In addition, the Teachers' Superannuation Commission reports directly to the Minister.

The department's programs are carried out by provincial schools, post-secondary institutions, seven regional offices, and by services provided by head office.

EXECUTIVE ADMINISTRATION

Executive Administration consists of the Deputy Minister's Office and two Assistant Deputy Minister's Offices. The Executive Administration is responsible for the overall administration and co-ordination of Education policies and programs.

GENERAL CLASSES OR TYPES OF RECORDS

Records relating to Education policies and programs.

PERSONAL INFORMATION

None

INSTITUTE LIAISON AND ADULT SPECIAL SERVICES DIVISION

The Institute Liaison and Adult Special Services Division includes three branches. The division liaises with the Saskatchewan Institute of Applied Science and Technology to assist with program development, literacy programs, adult special education, and distance education programs. The department also performs a liaison role by coordinating international skill training in particular a scholar exchange.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to the various adult services co-ordinated by the department.

Distance Education
Literacy
Principal of the Alphabet Literacy System (PALS) Project
Scholar Exchanges
Training Programs

PERSONAL INFORMATION

Vocational Rehabilitation of Disabled Persons (VRDP)

Location: Adult Special Education Branch **Information Maintained:** Name, address, social insurance number, marital status, date of birth, referral agency, benefits approved payments **Uses:** Determine eligibility of applicant **Users:** Branch staff, Administration staff **Type of Individuals:** applicants

SKILL TRAINING AND ADULT EDUCATION DIVISION

The Skill Training and Adult Education Division comprises three branches and works with the Saskatchewan Institute of Applied Science and Technology, Regional Colleges, Private Vocational Schools, and private sector organizations to provide Saskatchewan adults with a wide range of skill training opportunities.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to the operation and administration of the apprenticeship and trade certification program, private vocational schools and the provision of various training programs.

Adult Basic Education (ABE)
Apprenticeship Training Files
Canadian Job Strategy
Course Purchase Notices
Curriculum Development
English as a Second Language (ESL)
General Educational Development (GED)
Non-Status Indian and Metis Program (NSIM)
Policies and Interpretations
Private Vocational Schools
Programs Offered
Research and Special Projects
Saskatchewan Skills Extension Program (SSEP)
Saskatchewan Skills Development Program (SSDP)
Training Agreements

PERSONAL INFORMATION

Contain information relating to clients, instructors, students, and their eligibility for certification or training programs. Information is also maintained on current status in programs as well as proof of attendance in closed private schools.

Apprenticeship and Trade Certification Records

Location: Apprenticeship and Trade Certification Branch. **Information Maintained:** Name, social insurance number, number of exams attempted, record of experience, scholastic records, level of certification. **Uses:** Determine eligibility and status of applicant. **Users:** Branch staff. **Type of Individuals:** Applicants

GED Records

Location: Training Plans and College Liaison Branch **Information Maintained:** Name, birthdate, social insurance number, address, previous education, record of standing **Uses:** issue transcripts of marks or certificates **Users:** Branch staff **Type of Individuals:** Students

Closed Private Vocational School - Student Records

Location: Private Vocational Schools Unit **Information Maintained:** Name, birthdate, social insurance number, address, enrolment application, previous education, record of standing, financial information **Uses:** issue transcripts of marks or diplomas **Users:** Branch staff **Type of Individuals:** Students

Private Vocational Schools - Instructor Eligibility

Location: Private Vocational Schools Unit **Information Maintained:** Name, birthdate, social insurance number, address, qualifications, record of experience **Uses:** determine eligibility **Users:** Branch staff **Type of Individuals:** Instructors

Training Programs - Various

Location: Training Plans and College Liaison Branch **Information Maintained:** Name, address, social insurance number, date of birth, referral agency, benefits approved payments **Uses:** Determine eligibility of applicant **Users:** Branch staff, Administration staff **Type of Individuals:** Applicants

REGIONAL AND FIELD SERVICES DIVISION

The Regional and Field Services Division is comprised of six branches and six regional offices. Support is provided to teachers, schools and school divisions. The department also provides a variety of administrative and program support services to Saskatchewan schools. In addition, the department assists with the planning and financing of school facilities.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to the operation of independent schools, the correspondence school, teacher certification, the design and construction of public and separate schools.

Career Resources
Correspondence Courses
Crossroads
Facilities Planning
Independent Schools
Land Transfers
School Administration, Divisions, and Attendance
Teacher Statistics

PERSONAL INFORMATION

Contain information relating to teacher certification and employment. Lists are also kept on school trustees. Also contain information on students applying to or enrolled in Correspondence School courses and records of teachers working with the school.

Teacher Records

Location: Board and Teacher Services Branch **Information Maintained:** Name, maiden name (if applicable), home and school addresses, gender, date of birth, marital status, social insurance number, certificate type and number, qualifications, education, teaching experience, teaching assignment, salary **Uses:** Determine eligibility for certification, appropriate classification, equivalent standing; provide statement of professional standing; confirm certification details with employers; maintain permanent file of qualifications and experience **Users:** Teacher Records Staff, Teachers' Superannuation Commission, Saskatchewan School Trustees Association, Saskatchewan Teachers' Federation **Type of Individuals:** Inactive and active certified teachers and applicants for certification

Board of Reference

Location: Board and Teacher Services Branch **Information Maintained:** Correspondence, submissions, other documentation concerning applications for a Board of Reference and the establishment of such Boards **Uses:** Coordinate the appointment of Boards of Reference, remuneration of Board members, and related administrative tasks **Users:** Legal counsel for the department and department officials **Type of Individuals:** Teachers whose cases have been before a Board of Reference or who have applied for the establishment of a Board

Exchange Programs (Teacher)

Location: Board and Teacher Services Branch **Information Maintained:** Name, gender, age, address, telephone number, teaching assignment information, accommodation information, correspondence related to applications **Uses:** Determine eligibility of teachers; match with appropriate exchange educator in exchange country **Users:** Branch staff, Canadian Education Association, League for Exchange of Commonwealth Teachers, United States Information Agency, German Exchange Office **Type of Individuals:** Applicants and previous exchange teachers

School Board Trustees

Location: Board and Teacher Services Branch **Information Maintained:** Name, number of years as trustee, area represented, home address **Uses:** Maintain school board trustee lists; update directories **Users:** Department officials **Type of Individuals:** trustees, chairpersons

Correspondence School

Location: Saskatchewan Government Correspondence School **Information Maintained:** Name, mailing address, telephone number, name of school if student is attending one, record of payment of tuition and related fees, maiden name if married, date of birth, gender, Social Insurance Number or student number, education, courses completed, marks achieved **Uses:** Issue statement of marks, proof of completion **Users:** School staff, Provincial and Student Records staff **Type of Individuals:** Students

Independent Schools

Location: Independent Schools Branch **Information Maintained:** List of independent schools, list of independent school teachers including their qualifications and experience, list of staff with Letter of Eligibility to Teach, program lists, school registration forms **Uses:** Maintain record of independent schools **Users:** branch staff **Type of Individuals:** Teachers, students, board members

CURRICULUM AND INSTRUCTION DIVISION

The Curriculum and Instruction Division is comprised of six branches responsible for developing courses of study for use in Saskatchewan's kindergarten to grade 12 schools. The department also provides a variety of support services to assist in implementing and maintaining curricula.

GENERAL CLASSES OR TYPES OF RECORDS

Information is available on the development of education standards and policy, curriculum guidelines, learning materials, special education programs, programs for students and professional development programs for teachers, the administration of provincial schools, and the provision and administration of related programs.

Community Schools
Copyright Releases
Core Curriculum
Curriculum Guides
Curriculum Support (documents/materials, record of development)
Driver Education
Gender Equity
Heritage Languages
Indian and Metis Education
Locally Developed Courses
Materials Evaluation
Pilot Projects
Pupil Transportation Safety
Saskatchewan Resource Series
School Telecasts
Special Education
Student Retention
Textbook Circular

EVALUATION AND STUDENT RECORDS DIVISION

The Evaluation and Student Records Division is comprised of two branches, Assessment and Evaluation and Provincial Examinations and Student Records. The Assessment and Evaluation Branch is responsible for evaluating the effectiveness of the Saskatchewan curriculum. The Provincial Examinations and Student Records Branch administers 18 Grade 12 examinations three times a year. The Branch also records and maintains the marks for all students in grades 10, 11 and 12.

GENERAL CLASSES OR TYPES OF RECORDS

Contain student demographic information, courses completed, student marks (grade 10, 11, 12), credits awarded, grades completed, examinations and the evaluation and effectiveness of existing programs.

Accreditation of Teacher Status
Program Evaluation
Statistics

PERSONAL INFORMATION

Contains information relating to student achievement and teacher accreditation.

Student Records

Location: Provincial Exams and Student Records **Information Maintained:** Name, address, Saskatchewan Student Number, English or French Program, date of birth, gender, first and second language spoken in the home, citizenship, country of birth, school attending, subjects taken, marks achieved, standing granted **Uses:** Maintain record of standing **Users:** Branch staff, students **Type of Individuals:** Any student who has registered for or completed a secondary level class

Teacher Accreditation

Location: Provincial Exams and Student Records **Information Maintained:** Name, teacher certificate number, subjects accredited in, school division and school teaching in **Uses:** Determine eligibility for accreditation **Users:** Branch staff, school division **Type of Individuals:** Teachers

OFFICIAL MINORITY LANGUAGE OFFICE

The Official Minority Language Office comprises three branches and oversees the delivery of designated and Core French programs to Saskatchewan students.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on curriculum and instructional resources development, minority education services and federal-provincial programs.

Curriculum and Instructional Resources Development
Federal-Provincial Programs and Agreements
French Minority Services
Student Support (bursaries, exchanges, monitor programs)
Teacher Training and Development

PERSONAL INFORMATION

Contain information relating to the operation of the bursaries, exchange and monitor programs.

French Student Support

Location: Official Minority Language Office **Information Maintained:** Name, address, social insurance number, marital status, amounts awarded, previous awards **Uses:** Determine eligibility of candidate to participate in program **Users:** Branch staff **Type of Individuals:** Post-secondary student applicants

Student Exchange

Location: Official Minority Language Office **Information Maintained:** Name, address, social insurance number, background information **Uses:** Determine eligibility of student, match with appropriate exchange student **Users:** Branch staff **Type of Individuals:** Applicants

HUMAN RESOURCES DIVISION

The Human Resources Division provides services to the department in the areas of personnel and payroll administration, labour relations, staff training and development and employment equity.

GENERAL CLASSES AND TYPES OF RECORDS

Contain information relating to the administration of the Human Resources Division.

Classification
Employee Fairness

PERSONAL INFORMATION

None

FINANCE AND OPERATIONS DIVISION

The Finance and Operations Division comprises three branches and two units and is responsible for the provision of administrative services, financial planning, legislation coordination, to the department. Major programs include school grants, student financial assistance, and educational resources distribution.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to administration, financial management, legislation co-ordination, resource distribution, distribution of operating funds to boards, and student financial assistance programs.

Education Development Fund
Federal-Provincial Funding
Grants
Principal's September Statistical Report
Scholarships, Bursaries
Special Grants
Student Loans

PERSONAL INFORMATION

Student Financial Assistance

Location: Student Financial Assistance Branch **Information Maintained:** Name, date of birth, social insurance number, address, student loan applications, financial information, income tax documents, transcripts **Uses:** Determine eligibility for various student financial assistance programs **Users:** Branch staff **Type of Individuals:** Applicants

PLANNING AND INFORMATION DIVISION

The Planning and Information Division comprises three branches and provides a variety of support services to enable the effective delivery of programs. These include policy and planning, communications services, and information technology.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to education research analysis, education statistics, a network of information technology and various computer services, preparation of print material.

Canadian Education Statistics Program
Directors of Education Survey and Report
Education Research
Graduate Follow-up Survey and Report
Information Systems
Labour Market Overview
Policy Analysis and Research Development
Women in Education

PERSONAL INFORMATION

None

NORTHERN DIVISION

The Northern Division provides learning opportunities tailored to the needs of the people living and working in the north.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to the operation and initiatives of various programs available to northern people.

Human Resource Development
Indian Languages Material Development
Northern Education Development Fund
Northern Task Force
Student Awards

PERSONAL INFORMATION

Contain information relating to the operation of the Human Resource data bank and student awards.

Human Resource

Location: Northern Division **Information Maintained:** Name, birthdate, social insurance number, address, educational standing, employment history **Uses:** To monitor and evaluate training needs **Users:** Branch staff **Type of Individuals:** Clients

Student Awards

Location: Northern Division **Information Maintained:** Name, birthdate, social insurance number, address, educational standing, community involvement **Uses:** Determine eligibility for award **Users:** Branch staff **Type of Individuals:** Students

UNIVERSITIES DIVISION

The Universities Division works with officials and educators in the university sector to promote high quality post-secondary education. The department develops policy, establishes fiscal priorities, administers the university capital and operating grant programs, and maintains ongoing liaison with the university community.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to the administration, finances, programs, and enrollments in Saskatchewan's two universities.

Capital Funding
Enrolment
Operating Funding

PERSONAL INFORMATION

None

PUBLIC EDUCATION AND EXTENSION BRANCH

The Public Education and Extension Branch co-ordinates public education and extension activities and public awareness strategies in response to priorities and directions identified by communities and government.

The Branch facilitates the provision of learning opportunities and education resources for Saskatchewan individuals, families and communities that enable them to develop and improve their economic and family living skills. It co-ordinates the development of innovative education resource materials and programs such as curriculum supplements, self-help kits and community education programs (using volunteers) and Forums About Families.

GENERAL CLASSES OR TYPES OF RECORDS

Adult Education
Branch Projects
Citizenship and Public Involvement
Clear Language Program
Consumer Corners
Community Education Program
Farm Stress
Forums About Families
Media Liaison
National Consumer and Volunteer Weeks
Networks and Contacts
Print Procurement and Print Resource Material
  Development
Professional Development (Consumer Studies,
Consumer Education, Economic Living Skills)
Provincial/National Contacts and Projects
  Publications

PERSONAL INFORMATION

Community Education Program

Location: Public Education and Extension Branch **Information Maintained:** Name, address, telephone number, list of completed workshops, Facilitator Agreement **Uses:** Records statistics, evaluations and correspondence **Users:** Facilitator Co-ordinators **Type of Individuals:** Facilitators

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Education
4th Floor, 2220 College Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-7370

ENERGY AND MINES

ADDRESS

1914 Hamilton Street
REGINA, Saskatchewan S4P 4V4

MANDATE

To work with industry to achieve full and responsible development of our energy and mineral resources, to create jobs and sustain economic activity in Saskatchewan, and to provide stable revenues to fund government programs and services.

ORGANIZATION

The Department is organized into four divisions and 17 branches. The main office is located in Regina with a geological laboratory located in a different area of Regina. There is a field office in La Ronge and Creighton to service the mineral industry and offices in Swift Current, Kindersley , Lloydminster and Estevan to deal with the petroleum and natural gas industry. An Oil and Gas Conservation Board has also been established.

FINANCE AND ADMINISTRATION DIVISION

This division is responsible for mineral revenue collection and audits, internal administration and personnel, legislative coordination, mineral land ownership, systems services, marketing and publications. Four branches comprise this division: Mineral Revenue, Personnel and Administration, Systems Services and Marketing/Publications.

GENERAL CLASSES OR TYPES OF RECORDS

Data Processing/Systems/Computer Services
Duplicating and Reproduction Services
Emergency Measures
Forms
Information Services/Public Relations and
    Communications
Legal Services
Mineral Revenue cash receipts and disposition
Mineral land ownership and dispositions
Resource Royalties and Tax Returns
Resource Industry Audits
Taxroll
Trust Certificate Payments

PERSONAL INFORMATION

None

RESOURCE POLICY AND ECONOMICS DIVISION

This division conducts research and analysis of policy issues related to energy and mineral resource development in order to make policy recommendations on such matters as: rate of development of the province's energy and mineral resources; pricing and taxation of resources; market access and development. This group also negotiates with the federal government and other provincial governments on issues of mutual concern in the mineral and energy sectors. Three branches are located in this division, namely, Energy, Industrial Minerals and Metallic Minerals.

GENERAL CLASSES OR TYPES OF RECORDS

Committee/Commission Reports
Conference Reports
Consultant Studies
Natural Gas Use Permits and Authorized Users
Policy and Planning
Research Reports
Royalties Reviews/Analysis
Sales Contracts
Statistics
Task Force Reports
Technical Reference Information

PERSONAL INFORMATION

None

GEOLOGY AND MINES DIVISION

This Division is responsible for the maintenance of the departmental geoscience data base; storage and synthesis of exploration, mining and production data submitted by industry; and disposition of all Crown minerals other than petroleum, natural gas, oil shales and helium. This division is comprised of five branches: Precambrian Geology, Sedimentary Geodata, Petroleum Geology, Mineral Development and Mines Branch, together with a support services unit which carries out cartographic drafting and editorial duties for the division as well as general drafting for the department.

GENERAL CLASSES OR TYPES OF RECORDS

Geophysical Data
Industrial Mineral Disposition Documents
Inventories
Mineral Assessments and company data
Mineral Claim Certificates and related documentation
Mineral Land Maps
Mining Lands Records
Native Land Issues
Permits and Lease Information
Projects and Studies
Publications
Reports and Statistics
Scientific Data/Aeromag Maps
Well records

PERSONAL INFORMATION

None

PETROLEUM AND NATURAL GAS DIVISION

This division has major responsibilities in all areas related to provincial jurisdiction over oil and gas resources including disposition and management of Crown oil and gas rights; well licensing surveillance of all exploration, development and production operations; oil and gas conservation, including determination of reserves and productivity estimates; maintenance of production and disposition statistics; crude oil marketing; and royalty and tax legislation. These responsibilities are carried out by five branches: Petroleum Development, Engineering Services, Geology and Petroleum Development, Engineering Services, Geology and Petroleum Lands, Economic and fiscal Analysis, Petroleum Statistics.

GENERAL CLASSES OR TYPES OF RECORDS

Engineering and Geological Reports
General Industry Operating and Investment Data
Heavy Oil Upgraders
Industry Information Circulars
Major Energy Agreements/Programs
Oil and Gas Forecasts
Permits, Drilling Reservation and Lease Dispositions
Petroleum Land Ownership and Disposition
Petroleum Statistics
Policies and Procedures
Pooling Agreements/Unit Agreements
Projects and Studies
Regulation Boards/Commissions
Reports and Statistics
Reserves Data
Royalties Reviews/Analysis/Tax Systems
Technical Industry Information

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Energy and Mines
13th Floor, 1914 Hamilton Street
Regina, Saskatchewan S4P 4V4

Telephone: (306) 787-2525

ENVIRONMENT AND PUBLIC SAFETY

ADDRESS

3085 Albert Street
Regina, Saskatchewan S4S 0B1

MANDATE

To protect and enhance the environment in a manner that promotes the physical, economic and social well-being of the people of Saskatchewan today and in the future. To provide and maintain safety standards for industry and the general public in the fields of boiler and pressure vessel installations, elevator and amusement ride installations, and licensing of persons engaged in the work of gas and electrical installation.

ORGANIZATION

The Department's head office is in Regina. The department is organized into four divisions and ten branches. Programs are administered and services provided to the public by head office and twelve field offices.

EXECUTIVE ADMINISTRATION

Composed of the office of the Deputy Minister. Responsible for overall management of the department, internal planning and resource allocation. Reporting to the Deputy Minister are the department's four divisions: Corporate Services, Environmental Protection, Planning and Assessment and Public Safety; and the Public Affairs Branch.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information relating to overall management and planning.

Economic Development Committee
Executive Forum
Ottawa Executive Council

PERSONAL INFORMATION

None

CORPORATE SERVICES DIVISION

This division provides centralized administrative, financial, human resources, systems and office support services to the entire department. It assists and advises department management; and develops, evaluates and implements administrative policies. The division represents the department and provides liaison with private and central government agencies for the acquisition of resources. The division consists of one branch, Financial Management, and two sections - Human Resources and Systems Services.

GENERAL CLASSES OR TYPES OF RECORDS

Boards of Inquiry
Canadian Council of Ministers of the
    Environment
Consultants
Department Organization/Policy/Programs
Federal-Provincial Matters on Environment
Indian Land Claims
Intergovernmental Affairs
Ombudsman Investigations
Strategic Planning

PERSONAL INFORMATION

None

Financial Management Branch

This branch is responsible for all department financial functions which includes purchasing, budgeting, financial reporting, processing of payments, the collection of department revenue and contract administration. The Branch also administers the Environmental Protection Fund. In addition to offering a full range of financial services, the branch administers the department's vehicle fleet, telephones, and the centralized stockroom.

GENERAL CLASSES OR TYPES OF RECORDS

Claims
Environmental Protection Fund
Grants

PERSONAL INFORMATION

None

Human Resources Section

This section provides centralized human resources, accommodation, library, records and mail services to the department.

GENERAL CLASSES OR TYPES OF RECORDS

Administrative Policy
Classification
Education Programs
Employment Fairness
Forms
Human Resources Policies/Procedures
Library
Position Files
Postal Procedures

PERSONAL INFORMATION

None.

Systems Services Section

This section coordinates all computer programs for the department and participates in systems studies to improve effectiveness and efficiency of department operations.

GENERAL CLASSES OR TYPES OF RECORDS

Analyst Services
Computer Facilities
Informatics
Software
Systems Policies/Programs

PERSONAL INFORMATION

None

PUBLIC AFFAIRS BRANCH

This branch coordinates the department's education, information, public involvement and media relations.

GENERAL CLASSES OR TYPES OF RECORDS

Events
Environmental Education
Environmental Programs
Press Releases
Publications
Public Information
Public Involvement
Publicity
Public Opinion

PERSONAL INFORMATION

Annual Report

Location: Public Affairs **Information Maintained:** Names and addresses **Uses:** Annual Report mailouts **Users:** Branch and Department staff **Types of Individuals:** Companies, individuals, provincial cities, towns, villages, hamlets, municipalities and libraries

News Releases

Location: Public Affairs **Information Maintained:** Names and addresses **Uses:** Provide copies of news releases to those who request them **Users:** Branch and Department staff **Types of Individuals:** Individuals interested in receiving copies of all department news releases

Department Newsletters
(Today Newsletter; Update Newsletter)

Location: Public Affairs **Information Maintained:** Names and Addresses **Uses:** Newsletter mailouts **Users:** Branch and department staff **Type of Individuals:** Individuals/Corporations interested in receiving copies of newsletters

ENVIRONMENTAL PROTECTION DIVISION

This Division is responsible for environmental protection activities concerning air and water quality, waste management and mining and milling operations. The division consists of three branches: Air and Land Protection, Mines Pollution Control and Water Quality.

Air and Land Protection Branch

This branch is responsible for prevention of air pollution from industrial and other sources, for promotion of rehabilitation of polluted or disturbed lands, for promoting environmentally acceptable chemical management or waste management activities and for reduction of the amount of waste requiring disposal by encouraging and assisting the application of the 4R initiatives (reduce, reuse, recycle and recover).

GENERAL CLASSES OR TYPES OF RECORDS

Acid Rain
Air Quality
Assessment Reviews
Beverage Containers and Brands Records Database
Burn Permits Database
Chemical Storage
Clean Air Strategy
Combustion Sources of Air Pollution
Hazardous Substances
Industrial Sources of Air Pollution
Landfill
Liquid Waste Haulers
Litter Control
Pesticides
Policies and Directives
Recycling
Special Air Quality Studies
Spill Response
Waste Management

PERSONAL INFORMATION

Registered Waste Generators/Carriers/Receivers

Location: Air and Land Protection Branch **Information maintained:** Contact names, types of waste, amounts of waste, affiliated companies, insurance requirements, training listings, vehicle licence plates, conviction (if any), permits in other provinces, general correspondence, prosecutions (if any) **Uses:** Compilation of registrations of Waste Generators/Carriers/Receivers **Users:** Branch and Department Staff **Type of Individuals:** same as name

Registered Underground and Above ground Storage Tank Systems and Warehouses

Location: Air and Land Protection Branch **Information Maintained:** Contact names, types of storage facilities and hazardous substances stored, amount of hazardous substances, affiliated companies, registration number and approval status, general correspondence **Uses:** Provides information on all registered above and below ground storage tank systems and warehouses. **Users:** Branch and department staff **Type of Individuals:** Same as name

Liquid Waste Haulers

Location: Air and Land Protection Branch **Information Maintained:** Sewage haulers, permit numbers, address and telephone numbers **Uses:** Permit listings and contact list **Users:** Branch and department staff **Type of Individuals:** Same as name

Companies Regulated by Hazardous Substances Regulations

Location: Air and Land Protection Branch **Information Maintained:** Contact names, company names and addresses **Uses:** To advise companies about change to the regulations and provide new information on hazardous substances **Users:** Branch and department staff **Type of Individuals:** Same as name

Sewage Service Companies

Location: Air and Land Protection Branch **Information Maintained:** Permit number, company, address, telephone number and owner. **Uses:** Compilation of permitted companies under Municipal Refuse information referral from the department **Users:** Branch and department staff **Type of Individuals:** Same as name

Mines Pollution Control Branch

This branch ensures short and long-term protection of the environment at mining and milling operations and strives to protect the public from naturally occurring radiation hazards.

GENERAL CLASSES OR TYPES OF RECORDS

Abandoned Workings
Boards of Inquiry
Engineering Reports and Drawings
Lands Disturbance/Reclamation
Mine Site Decommissioning

Mining Operations
Policy/Guidelines/Directives
Radiation/Measurements
Radon Survey Program
Radon in Homes
Spill Response
Uranium Mining
Uranium Exploration
Waste Management
Water Quality

PERSONAL INFORMATION

Mining Companies and Regulatory Agencies

Location: Mines Pollution Control Branch **Information Maintained:** Company names, addresses, phone numbers, fax numbers, contact names. **Uses:** To send out mining related correspondence from the department **Users:** Branch and department staff **Type of Individuals:** Contacts for mining companies and regulatory agencies.

Water Quality Branch

This branch's objective is to protect and enhance Saskatchewan water quality through establishment of water quality objectives, guidelines and standards for water and wastewater works and by monitoring and inspection of water and wastewater works to determine compliance with standards and guidelines.

GENERAL CLASSES OR TYPES OF RECORDS

Aquatic Biota: Bacteriological - Community
    Water Test Results
Education
Engineering Reports and Drawings
Industrial and Other Works
Laboratory Works
Municipal Sewage Works/Treatment
Municipal Waterworks/Treatment
Operator Training
Policy/Guidelines/Directives
Private and Government Works
Regional Water Quality
Special Studies
Statistics
Water and Sewage and Industrial Effluent
    Works (Surface and Ground Water Quality)
Water Quality

PERSONAL INFORMATION

Operator Training Database

Location: Water Quality Branch **Information Maintained:** Name; address; telephone number; education; courses taken - name, location, date, mark (if any); certified education units (if any); mark equivalences to education; community where employed; certification level (if any) **Uses:** Determine qualifications for Certification of Operators **Users:** Branch and Operator Certification Board **Type of Individuals:** Water and sewage works operators throughout province

PLANNING AND ASSESSMENT DIVISION

This division plans for the protection and enhancement of the environment, assesses proposed development projects to ensure consistency with environmental protection and works to establish the principles of sustainable development. The division is comprised of the Environmental Assessment Branch, Strategic Planning Branch, Intergovernmental and Legislative Affairs Branch and the Round Table Secretariat on Environment and Economy.

Environmental Assessment Branch

This branch informs prospective developers about Saskatchewan's environmental protection policies and regulatory requirements, evaluates development activities as to the acceptability of their likely environmental implications and administers *The Ecological Reserves Act.*

GENERAL CLASSES OR TYPES OF RECORDS

Assessment Guidelines
Assessment Review Panel
Boards of Inquiry
Environmental Impact Assessments
Interagency Liaison/Activities
Monitoring
Planning and Research
Policy
Project Reviews
Publicity and Public Information
Research Projects

PERSONAL INFORMATION

Environmental Assessment Review

Location: Environmental Assessment Branch **Information Maintained:** Name and address **Uses:** Inform of background issues on Environmental Assessment, send out copies of Saskatchewan Environmental Assessment Review Commission (SEARC) Report, will be used for additional follow up. **Users:** Branch and department staff **Type of Individuals:** Individuals, aboriginal bands, urban and rural municipalities, cities, towns, villages, hamlets, environmental consultants, industries, environmental interest groups, groups interested in environmental assessment process.

Quarterly Report

Location: Environmental Assessment Branch **Information Maintained:** Names and address **Uses:** To send out quarterly updates on the status of projects which are undergoing the Environmental Review Process in Saskatchewan **Users:** Branch and department staff **Type of Individuals:** Environmental groups, consultants, industry, other government institutions, libraries, individuals who have requested the Quarterly Report.

Intergovernmental and Legislative Affairs Branch

This branch co-ordinates all legislative and intergovernmental affairs.

GENERAL CLASSES OR TYPES OF RECORDS

Legal Opinions
Prosecutions and Other Actions

PERSONAL INFORMATION

None

Policy and Planning Branch

This branch develops and implements new environmental initiatives, co-ordinates the development of environmental management programs both in the department and among other government agencies, monitors new environmental developments and identifies economic development opportunities directly related to environmental concerns.

GENERAL CLASSES OR TYPES OF RECORDS

Intergovernmental Affairs
Projects
Strategic Policy/Planning/Research

PERSONAL INFORMATION

Green Plan Contacts

Location: Policy and Planning Branch **Information Maintained:** Names and address **Uses:** Inform about new Green Plan initiatives **Users:** Branch and department staff **Type of Individuals:** Federal and provincial government contacts for issues relating to the federal Green Plan

Round Table Secretariat on Environment and Economy

The Secretariat promotes, explains and introduces the concept of sustainable development in all sectors of public and private development in the province. It will establish a conservation strategy by mid-1992 to ensure the province's resources are used and protected in an environmentally, economically and socially sound manner. The Round Table promotes public awareness and understanding of the linkages between environment and economy and the principles of sustainable development.

GENERAL CLASSES OR TYPES OF RECORDS

Action Requests
Activities
Jurisdictions
Round Table Operations

PERSONAL INFORMATION

Round Table Members

Location: Round Table on Environment and Economy **Information Maintained:** Name and address **Uses:** To circulate information on issues related to sustainable development and the Round Table **Users:** Branch and department staff **Type of Individuals:** Same as name

PUBLIC SAFETY DIVISION

This division provides safety standards to industry and the general public in the field of boiler and pressure vessel installations, elevator and amusement ride installations and licensing of persons engaged in work of gas and electrical installation. The division consists of the Boiler and Pressure Vessel Safety Branch, the Licensing and Support Services and the Elevator and Amusement Ride Safety.

Boiler and Pressure Vessel Safety Branch

This branch inspects all pressure vessels and boilers in the province and verifies adequacy of all new boiler, pressure vessel and related equipment designs. The branch also examines and licenses all power engineers, refrigeration plant operators, firemen and pressure welders.

GENERAL CLASSES OR TYPES OF RECORDS

Affidavits of Manufacturers
Construction and Design Certificates
Drawings
Fittings
Inspection Reports
Installers Licence File
Manufacturers
Microfiche Drawer
Provincial Files
Quality Control
Special Inspection
Statistics
Weld Procedures

PERSONAL INFORMATION

Anhydrous Ammonia Licenses

Location: Boiler and Pressure Vessel Safety Branch **Information Maintained:** Application, copy of certificate, plans, correspondence, location of plant, duration of licence **Uses:** record of all plants that have a licence to operate **Users:** Branch staff **Type of Individuals:** Companies and individuals who store and distribute anhydrous ammonia

Boiler and Pressure Vessel and Refrigeration Plant Installers

Location: Boiler and Pressure Vessel Safety Branch **Information Maintained:** copy of licence, copy of bond, validated application, correspondence **Uses:** record of all contractors that install and repair **Users:** Branch staff **Type of Individuals:** Contractors who install and repair boiler and pressure vessels and refrigeration plants.

Boiler and Pressure Vessel Designs Registered in Saskatchewan

Location: Boiler and Pressure Vessel Safety Branch **Information Maintained:** correspondence, letters of approval, registration, validation, drawings, calculations pertaining to drawings **Uses:** record of all designs registered in province **Users:** Branch staff **Type of Individuals:** Manufacturers seeking registration of designs

Stationary and Refrigeration Engineers

Location: Boiler and Pressure Vessel Safety Branch **Information Maintained:** correspondence, examination papers, examination results, application and experience forms, permits **Uses:** record of all stationary and refrigeration engineers who have taken exam **Users:** Branch staff **Type of Individuals:** Individuals who have taken exam

Welders

Location: Boiler and Pressure Vessel Safety Branch **Information Maintained:** correspondence, qualification form, practical test report, information on weld tests taken, registration certificates, copies of out of province qualifications, validations **Uses:** record of all welders registered in province **Users:** Branch staff **Type of Individuals:** Welders who have been tested and certified

Licensing and Support Services Section

This section licenses contractors, employers and trades persons making gas and electrical installations, suppliers of gas and electrical equipment and propane distributors.

GENERAL CLASSES OR TYPES OF RECORDS

Electrical Contractors

Electrical Journeyman
Gas Contractors
Gas Fitters

PERSONAL INFORMATION

Electrical Journeymen and Electrical Contractors

Location: Licensing and Support Services **Information Maintained:** application, first and any subsequent licenses, correspondence regarding suspensions (if any), general correspondence **Uses:** provides record of all electrical journeyman and contractors in province **Users:** Section staff; also other provinces may check to see if journeyman or contractor is licensed **Type of Individuals:** all licensed electrical journeyman and contractors in Saskatchewan

Gas Fitters and Contractors

Location: Licensing and Support Services **Information Maintained:** application, first and any subsequent licenses, correspondence regarding suspensions (if any), general correspondence **Uses:** provides record of all gas fitters and contractors in province **Users:** Section staff **Type of Individuals:** Licensed gas fitters and contractors in Saskatchewan

Elevator and Amusement Ride Safety Section

This section inspects and licenses all elevating devices and amusement rides installed/operated in the province and verifies the adequacy of all new designs of elevating devices prior to installation

GENERAL CLASSES OR TYPES OF RECORDS

Inspection Records
Plans Approval

PERSONAL INFORMATION

Amusement Ride Owners

Location: Electrical and Amusement Ride Safety Section **Information Maintained:** application, license, correspondence, inspection reports **Uses:** provides record of licensed amusement rider owners **Users:** section staff **Type of Individuals:** Licensed amusement rider owners

Elevator Contractors and Owners

Location: Electrical and Amusement Ride Safety Section **Information Maintained:** application, license (2 years only), yearly inspection report, registered drawings, correspondence **Uses:** provide record of all licensed elevator contractors and owners in province **Users:** Section staff **Type of Individuals:** Licensed elevator contractors and owners

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Environment and Public Safety
3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 787-6061

EXECUTIVE COUNCIL

ADDRESS

Legislative Building
2405 Legislative Drive
Regina, Saskatchewan S4S 0B3

MANDATE

As a central agency, the Department of Executive Council provides organization and record keeping services to the Premier and Government. It also provides support to the Premier in his roles as: Head of Government; Chairman of Cabinet; Minister of Intergovernmental Affairs; Head of the political party with the mandate to govern.

ORGANIZATION

The department is organized into six branches: Administration, Cabinet Secretariat, Deputy Minister's Office, Intergovernmental Affairs and Protocol, Media Services, and Policy and Planning Secretariat.

Administration Branch

The Administration Branch provides a service and control function for financial, personnel, systems development and maintenance, and space issues in the Department of Executive Council.

GENERAL CLASSES OR TYPES OF RECORDS

Department Organization
Financial Manuals/Correspondence
Human Resource Manuals/Correspondence
Ministerial Business/Travel Claims
Senior Executive Employee/Public Service Commission Files

PERSONAL INFORMATION

None

Cabinet Secretariat

Cabinet Secretariat is the link between cabinet and departments, Crown corporations and government agencies. The Secretariat is responsible for ensuring processes and procedures are in place for cabinet to make fully-informed policy decisions and to monitor the implementation of its decisions. The Secretariat also ensures that government initiatives are co-ordinated with all affected departments and are developed in accordance with overall government policy.

GENERAL CLASSES OR TYPES OF RECORDS

Cabinet and cabinet committee meeting agendas, submissions, briefing material, minutes and records of communicated minutes
Original orders in council and Lieutenant Governor in Council regulations
Copies of ministerial regulations and some ministerial orders
Cabinet delegation correspondence and minutes
Information on agencies, boards and commissions, and advisory committees as authorized by cabinet and ministers
Guidelines to regulatory fairness
Manual and other guidelines on executive government processes and procedures in Saskatchewan
Procedures for swearing in members of the Executive Council
Original documents related to appointments of all cabinet ministers, legislative secretaries, individuals to act in the stead of permanent heads and copies of contracts of ministerial assistants

PERSONAL INFORMATION

None

Deputy Minister's Office

The Deputy Minister's Office provides a co-ordination function between government departments, agencies and crown corporations and Cabinet. The Deputy Minister to the Premier co-ordinates the overall government operations and appointments of senior executives for government departments and agencies. The Office is responsible for the administration of the Department of Executive Council.

GENERAL CLASSES OR TYPES OF RECORDS

Agencies, Boards and Commissions
Car Allowances
Code of Ethical Conduct
Consultants
Delegations and Organizations
Executive Resourcing - Expenses
Government Committees:
    Employee Fairness Steering Committee
    Executive Program Committee
    Financial Management Council
    Staffing Control Committee
Government of Saskatchewan Departments
Personnel Files:
    Associate Deputy Ministers
    Deputy Ministers
    Special Advisors, Presidents, etc.
Treasury Board Crown Corporations

PERSONAL INFORMATION

None

Intergovernmental Affairs and Protocol

The role of the Intergovernmental Affairs Branch is to plan, co-ordinate and manage the interactions between the Government of Saskatchewan and other governments. Intergovernmental Affairs is organized into three divisions: Federal-Provincial Relations Division; International and Constitutional Relations Division; Ottawa Office; and, Protocol Office.

The ***Federal-Provincial Relations Division*** manages relations with the federal government and other provincial governments on non-constitutional issues.

The ***International and Constitutional Relations Division*** is responsible for managing Saskatchewan's international relations with particular emphasis given to trade relations as they involve the Premier. Additionally, the Division has responsibility for advising the Premier and Cabinet on matters of Canadian constitutional development.

The ***Ottawa Office*** represents Saskatchewan government interests in Ottawa. In addition to a representative role, it provides intelligence support to Intergovernmental Affairs on policy and program developments at the federal government level. The office assists all Saskatchewan departments in their interaction with the federal government and reports on activities in the House of Commons, the Senate and Parliamentary Committees.

The ***Protocol Office*** plays two roles in Intergovernmental Affairs; state ceremonial functions and supporting Saskatchewan's trade interests and links with other governments. The state ceremonial aspect includes legislative openings, the Award of Merit Program, and Royal Visits. In support of Saskatchewan's trade interests and links, the Protocol Office co-ordinates the visits to Saskatchewan by heads of government, government ministers, diplomats, and trade missions.

GENERAL CLASSES OR TYPES OF RECORDS

Annual Conferences
    Annual Premiers' Conferences
    First Ministers' Conferences
    Western Premiers' Conferences
    Western Premiers' Council (New Realities)
Constitutional
    Aboriginal Issues
    Amending Formula
    Bank of Canada
    Canada Clause
    Charter of Rights & Freedoms/Human Rights
    Communications
    Constitutional Act, 1982
    Constitutional Issues Related to Canada/US
    Trade Negotiations
    Council of the Federation
    Delegation
    Distinct Society
    Division of Powers
    Economic Union
    European Economic Community
    Fisheries
    Harmonization
    House of Commons
    Linguistic Duality
    Official Language Issues
    Property Rights
    Quebec Issues

  - Senate Reform
  - Spending Power (General)
  - Supreme Court of Canada
  - Social Charter
- Federal/Provincial Issues
  - Federal Provincial Issues Paper
  - Agriculture
  - Consumer and Commercial Affairs
  - Culture
  - Economic Development
  - Education
  - Emergency Measures
  - Energy and Mines
  - Environment
  - Executive Council
  - Federal Department of Western Economic Diversification
  - Finance
  - Health
  - Highways and Transportation
  - Housing
  - Human Resources, Labor & Employment
  - Immigration
  - Justice
  - Northern Saskatchewan
  - Public Participation
  - Public Service Commission
  - Renewable Resources
  - Recreation
  - Rural Development
  - Sask. Economic Development Corp. (SEDCO)
  - Sask. Government Insurance
  - Sask. Power Corporation
  - Sask. Property Management Corp.
  - Sask. Securities Commission
  - Sask. Water Corporation
  - Science & Technology
  - Social Services
  - Tourism
  - Trade
  - Urban Affairs
  - Western Ministerial working Group on Diversification (W-4)
  - Workers Compensation Board
- Intergovernmental Affairs - Agreements
  - Intergovernmental Agreements
  - Interprovincial Agreements
  - Federal/Provincial Agreements
  - International Agreements
  - Agreements with Non-Government Organization (NGO)
- International - Trade & Relations
  - Country Profiles
    - Africa
    - Asia/Pacific North
    - Asia/Pacific South
    - Central America/Caribbean/Mexico
    - Europe
    - Indian Sub-Continent
    - Middle East
    - North America
    - Oceania
    - South America
  - International Organizations
  - International Policy - General
  - International Policy - Specific
  - International Trade & Relations - General
  - International Trade Negotiations/Agreements
  - International Visits/Missions
  - Summits
  - Twinning Arrangements
- Other Provinces and Territories
  - General Information
- Protocol
  - Conferences and Seminars
  - Consulting
  - Governor General Visit
  - Information
  - Policy Development
  - Saskatchewan Order of Merit
    - Annual
    - General
    - Recipients
  - Special Events
  - Visits (including Royal Visits)
- Western Economic Partnership Agreement (WEPA)
  - Communications Technology
  - Partnership Agreement in Forestry
  - Partnership Agreement in Minerals
  - Partnership Agreement on Culture
  - Partnership Agreement on Water-Based Economic Development
  - Partnership Agreement on Rural Development
  - Partnership Agreement on Tourism

PERSONAL INFORMATION

None

Media Services

Media Services acts as the government's central communications and information agency. Media Services prepares and reviews daily and weekly news summaries/releases; is the distribution centre for provincial government news summaries/releases; operates the radio and television room for news conferences; and provides co-ordination/consultative services to departments, agencies, Crown corporations and commissions with respect to preparation of news releases/summaries.

GENERAL CLASSES OR TYPES OF RECORDS

News Releases and Summaries
Tapes of Provincial Government News
  Conferences/Announcements

PERSONAL INFORMATION

None

Policy and Planning Secretariat

The Secretariat provides assistance to Cabinet in the development, co-ordination, monitoring and evaluation of short, medium and long term government plans, policies and strategies for the development of Saskatchewan, and the well-being of its residents. It provides policy analysis support to Cabinet and Cabinet Committees. One important role of the Secretariat is to strengthen the planning and policy capabilities of government, its departments and Crown Corporations and to facilitate their partnership with the Secretariat in planning and policy development. Another role is to ensure that there is a clear mutual understanding of the government's evolving agenda among departments, Crown corporations and central agencies.

GENERAL CLASSES OR TYPES OF RECORDS

Cabinet and Cabinet Committee Papers
Economic Intelligence Material
Federal-Provincial Agreements (Western Economic
  Partnership Agreements)
Policy Papers (economic and social)
Department Files

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Executive Council
2405 Legislative Drive
Regina, Saskatchewan S4S 0B3

Telephone: (306) 787-6351

FARM LAND SECURITY BOARD

ADDRESS

Suite 207 - 3988 Albert Street
Regina, Saskatchewan S4S 3R1

MANDATE

The Board administrates the process by which lenders prepare to apply for permission to begin foreclosure proceedings against farm land. It also oversees Home Quarter protection with respect to farm mortgages.

ORGANIZATION

The organization is presently comprised of six members on the Board, as well as a General Manager and field staff.

The Board investigates farm foreclosures and reports to the Court when mediation is unsuccessful or a homestead is involved. The Board may also address any matter it feels relevant to whether a foreclosure would be just and equitable.

GENERAL CLASSES OR TYPES OF RECORDS

Saskatchewan Farm Security Act Part II
  - Notices of Intent to Foreclose

Saskatchewan Farm Security Act Part III
  - Applications to remove Home Quarter Protection

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

FINANCE

ADDRESS

2350 Albert Street
Regina, Saskatchewan S4P 4A6

MANDATE

The Department of Finance administers various provincial taxes and grant and refund programs; arranges government financing and manages the banking, investment and public debt functions; provides financial and policy analysis to Treasury Board and Cabinet; develops tax policy alternatives; provides economic forecasting and economic and social statistical data; annually produces the Budget Speech; assists the government and legislature with the responsibility of managing and accounting for public monies; and, manages the government's various pension and benefit plans.

ORGANIZATION

The department is composed of nine divisions: Administration which includes the Deputy Minister's Office; Economic and Fiscal Policy Branch, which includes the Bureau of Statistics; Taxation and Intergovernmental Affairs Branch; Treasury Board Branch, which includes the Information Technology Management Agency and the Personnel Policy Secretariat; Treasury and Debt Management; Revenue; the Provincial Comptroller's, the Public Employees' Benefits Agency; and, the Saskatchewan Pension Plan.

ADMINISTRATION DIVISION

Responsible to provide administrative services to the department and several client departments. Services include budgeting, accounting, payroll, human resources, purchasing, accommodations and security. In addition, the division also handles the co-ordination of departmental legislation and freedom of information requirements as well as government-wide employee wage and salary garnishees.

The Administration Division consists of the following branches: the Deputy Minister's Office, Executive Administration, Human Resources Branch, Financial Services Branch and Administrative Services Branch.

Apart from the responsibilities normally associated with the Office of the Deputy Minister, the support staff in this office also handle the day-to-day administration of government-wide employee garnishees.

The Executive Director acts as the co-ordinator for Freedom of Information and Protection of Privacy legislation as well as legislation officer for the department.

The division provides selected administrative services to the Department of Executive Council, the Family Foundation, the Seniors' Secretariat and the Saskatchewan Municipal Board. Payroll services are provided to a total of fourteen organizations.

GENERAL CLASSES OR TYPES OF RECORDS

Deputy Minister's general correspondence
Executive Director's general correspondence
The Saskatchewan Economic Review Mailing List and Accounts Receivable System
The Budget Address Mailing List
The Saskatchewan Economic and Financial Position (White Paper) Mailing List
Wage and Salary Garnishees

PERSONAL INFORMATION

Employee Garnishees

Location: Deputy Minister's Office **Information Maintained:** Employee name, work address, pay office, employment status, Notices of Intention to Garnishee, Garnishee Summons, Revenue Canada Requirements To Pay and Third Party Demands, Maintenance Orders, letters to Saskatchewan Justice and appropriate payroll offices **Uses:** To ensure legality of the garnishee and administer the process **Users:** Deputy Minister's staff and Executive Director of Administration **Type of Individuals:** Mainly government employees but including others upon whom Notices are served incorrectly

Saskatchewan Economic Review Mailing List and Accounts Receivable System

Location: Financial Services Branch **Information Maintained:** Name, address, number of copies mailed, accounts receivable information, payments received on account information **Uses:** To distribute the Saskatchewan Economic Review and to collect and control the related accounts receivable **Users:** Branch staff and Bureau of Statistics staff **Type of Individuals:** All persons receiving the Saskatchewan Economic Review

Budget Address and White Paper Mailing List

Location: Administrative Services Branch **Information Maintained:** Name, address, number of copies of the document to be mailed **Uses:** Distribution of the publications **Users:** Administrative Services Branch staff **Type of Individuals:** All individuals expressing an interest in receiving the budget address or white paper

ECONOMIC AND FISCAL POLICY BRANCH

Provides policy and planning analysis pertaining to economic and fiscal issues, including: forecasts of the provincial economy; forecasts of revenues and expenditures; and, analysis of fiscal and economic impacts of alternate fiscal policy measures. As well, through the Saskatchewan Bureau of Statistics, maintains data bases on the province including economic, social and demographic data.

GENERAL CLASSES OR TYPES OF RECORDS

Records contain information relating to economic and fiscal matters and information received from line departments and agencies outside government, including:

Financial Reporting and Budget Management
Fiscal Framework
Saskatchewan Statistics

PERSONAL INFORMATION

None

TAXATION AND INTERGOVERNMENTAL AFFAIRS BRANCH

Researches, develops and designs the tax systems, policies and structures of the Government of Saskatchewan and prepares tax options for Treasury Board and Cabinet.

Analyzes and prepares policy alternatives on federal-provincial fiscal arrangements, and reviews sharing arrangements in order to determine the optimal use of federal programs and their economic and financial impact.

Develops provincial policy with respect to provincial-municipal fiscal programs.

GENERAL CLASSES OR TYPES OF RECORDS

Budgets (Saskatchewan, Other Provincial and Federal)
Corporate and Personal Income Tax Records and Statistics
Federal-Provincial Relations
Fees
Federal, Provincial and Municipal Governments
Minister's, MLA's and Premier's Correspondence
Native Issues
Provincial-Municipal Relations
Resources
Social Assistance Programs
Taxes

PERSONAL INFORMATION

Income Tax Remission Orders

Location: Taxation & Intergovernmental Affairs Branch **Information Maintained:** Name and address, amount of and reason for remission, O/C number **Uses:** Historical record of remissions granted **Users:** Branch staff **Type of Individuals:** Personal Income Tax Filers

GST Advisory Committee

Location: Taxation & Intergovernmental Affairs Branch **Information Maintained:** Name and Address **Uses:** For sending information, updates, issues, agendas and minutes to committee members **Users:** Branch staff **Type of Individuals:** Committee members

Mailing Lists

Location: Taxation & Intergovernmental Affairs Branch **Information Maintained:** Name and Address **Uses:** Mailing of tax and intergovernmental issues, initiatives and papers **Users:** Branch staff **Type of Individuals:** Ministers and Deputy Ministers of Finance of the federal and provincial governments

Personal Income Tax Records

Location: Taxation & Intergovernmental Affairs Branch **Information Maintained:** Individual and corporate taxpayer information filed with Revenue Canada **Uses:** Verifying the accuracy of provincial tax calculations **Users:** Branch staff **Type of Individuals:** All tax filers of Saskatchewan Income Tax

TREASURY BOARD BRANCH

The primary role of Treasury Board Branch is to act as staff to Treasury Board, the financial sub-committee of Cabinet.

Treasury Board Branch consists of four groups: a Budget Review Group, an Operations Group, an Information Technology Management Unit and a Personnel Policy Secretariat. The Budget Review Group provides Treasury Board and Cabinet with advice and financial policy analysis in the development and preparation of the annual expenditure budget, interim financial management issues, and legislative and regulatory reviews for fiscal and policy implications. The Operations Group provides support to the Budget Review Group in analyses and summations for government; produces the annual Estimates and Supplementary Estimates, and develops and operates computer systems and operations of Treasury Board Branch. The Information Technology Management Unit co-ordinates the management of information technology across government. The Personnel Policy Secretariat, reporting directly to the Chairman of the Cabinet Committee on Public Sector Bargaining, is responsible for the Co-ordination of all public sector collective bargaining and all bargaining and non-union mandate approvals.

GENERAL CLASSES OR TYPES OF RECORDS

Departmental Program Information
Information Technology Goods and Services
Information Technology Management Practices
    and Policy
Information Technology Plans and Projects
Legislation/Regulation Reviews
Position Control Records
Program Reviews

PERSONAL INFORMATION

None

TREASURY AND DEBT MANAGEMENT DIVISION

This division is responsible for arranging the financing requirements of the government, crown corporations and other agencies. It manages the provincial debt and provides an investment management service for various funds administered by the government, crown corporations and other agencies. The division manages the cash position of the Consolidated Fund and the Heritage Fund and reports on the guaranteed debt of the Province.

These responsibilities are performed by three branches: Capital Markets Branch, Investment and Liability Management Branch, and Cash and Debt Management Branch.

GENERAL CLASSES OR TYPES OF RECORDS

Financing Activities of the Province
Heritage Fund
Investment Board records
Management/Administration of Saskatchewan's debt
Management/Administration of the Combined
    Sinking Funds
Management/Administration of the Cash

Record of investments for which the division is custodian and/or administrator
Reports of debt guaranteed by the Province

PERSONAL INFORMATION

Fully Registered Debenture Holders

Location: Cash and Debt Management Branch **Information Maintained:** Name, Address, Social Insurance Number and Amount of Debenture **Uses:** Recording liability of the Province to its debenture holders; paying of interest and completing T5's for Income Tax purposes **Users:** Branch Staff **Type of Individuals:** Fully registered debenture holders

REVENUE DIVISION

The Revenue Division administers the following Saskatchewan taxes: Education and Health tax (sales tax); Fuel tax; Tobacco tax; Liquor Consumption tax; Corporation Capital tax; Fire Prevention tax; Motor Vehicle Insurance Premium tax; Insurance Premium tax; Pari-Mutual tax; Hospital Revenue tax; Saskatchewan Assistance Plan Municipal Levy; and, Public Health Levy. In addition, the Revenue Division administers various grant and refund programs such as the Mortgage Protection Plan, the Farm Fuel Tax Rebate, the Corporate Tax Reduction for New Small Businesses and the Provincial Disaster Assistance Program.

The Division consists of three branches: Revenue Operations, Audit, and Revenue Programs and Legislation.

Revenue Operations Branch activities include the licensing of vendors and collectors, provision of information and tax rulings, revenue processing, grants and refunds processing, collections and enforcement and provision of central support services to the Revenue Division.

Audit Branch is responsible for the audit and investigation of the records of taxpayers and enforcement of the taxing statutes administered by the Revenue Division.

Revenue Programs and Legislation Branch is responsible for interpreting legislation and establishing policies with respect to the various statutes administered by the Revenue Division.

GENERAL CLASSES OR TYPES OF RECORDS

Automated systems for recording all revenue and refunds
Correspondence file for each business/taxpayer
Licence applications, tax returns,remittances and refund application forms (copies only)
Processing procedures, policy and audit manuals
Statistical data relating to all revenue and refund programs
Taxroll of all businesses collecting/remitting provincial taxes, categorized by tax program and class of business

PERSONAL INFORMATION

Mortgage Protection Plan

Location: Revenue Operations Branch **Information Maintained:** Name, Saskatchewan Health Services Card number, address, phone, joint owner, bank and account, and mortgage information **Uses:** Verification of eligibility and calculation of benefits **Users:** Mortgage Protection Plan staff **Type of Individuals:** Mortgage Protection Plan applicants

Farm Fuel Tax Rebate Program

Location: Revenue Operations Branch **Information Maintained:** Name, Saskatchewan Health Services Card number, address and farm location, phone, tax paid farm fuel, tax exempt personal fuel, and exemption number **Uses:** Verification of eligibility and calculation of benefits **Users:** Fuel Tax Rebate staff **Type of Individuals:** Farm Fuel Tax Rebate applicants

Provincial Disaster Assistance Program

Location: Revenue Operations Branch **Information Maintained:** Name, Saskatchewan Health Services Card number, address and/or farm location, phone, and damage claim **Uses:** Verification of eligibility and calculation of benefits **Users:** Provincial Disaster Assistance

Program staff **Type of Individuals:** Provincial Disaster Assistance Program applicants/claimants

PROVINCIAL COMPTROLLER'S DIVISION

The Provincial Comptroller's Division assists the Legislature and the government in controlling and accounting for the spending of public monies. The division administers the government's central expenditure, payroll and revenue systems. It prepares the government's financial statements and the Public Accounts and develops financial administrative policy for Treasury Board. In addition, the division audits federal-provincial cost sharing agreement claims.

The Provincial Comptroller's Division consists of four branches: Executive Administration, Central Accounting Branch, Financial Management Branch, and Systems Management Branch.

GENERAL CLASSES OR TYPES OF RECORDS

Federal-Provincial Cost Sharing Agreement Audit Working Papers
Payment documents including invoices and cashed cheques (originals)
Procedures relating to the government's central financial management systems
Province's expenditure processing and revenue recording system files (includes table of payees and history of payments)
The Treasury Board Accounting and Reporting Policy Manual
The Financial Administration Manual

PERSONAL INFORMATION

Integrated Personnel/Payroll System Files

Location: Systems Management Branch **Information Maintained:** Current and historical employee personnel and payroll information, current position information **Uses:** Systems programming and security maintenance **Users:** Systems Management Branch staff **Type of Individuals:** Government and certain crown corporation/government agency employees

PUBLIC EMPLOYEES BENEFITS AGENCY (PEBA)

PEBA is responsible to administer a number of public sector pension and benefit plans including:

The Public Service Superannuation Plan
The Public Employees Superannuation Plan
The Municipal Employees' Superannuation Plan
The Members of the Legislative Assembly Superannuation Plan
The Judges of the Provincial Court Superannuation Plan
The Liquor Board Superannuation Plan
The Saskatchewan Transportation Company Employees Superannuation Plan
The Anti-Tuberculosis League Employees Superannuation Plan
The Government of Saskatchewan Group Life Insurance Plan
The Government of Saskatchewan Disability Income Plan
The Public Employees Dental Plan
The Deferred Salary Leave Plan

GENERAL CLASSES OR TYPES OF RECORDS

The Agency maintains records necessary for the administration of the pension and benefit plans.

Actuarial Evaluations
Administration Manuals
Benefit Plan Documents
Custodial Reports
Insurance Contracts
Investment Manager Reviews
Investment Performance Reports
Planning and Management Reports

PERSONAL INFORMATION

Pension Administration Systems

Location: Public Employees Benefits Agency **Information Maintained:** Name, address, Social Insurance Number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service and pension benefits **Uses:** To control the collection of contributions and payment of pension benefits

Users: PEBA staff **Type of Individuals:** Individuals who participate or have participated in the pension plans administered by the agency

Benefit Premium/Claims Reports

Location: Public Employees Benefits Agency **Information Maintained:** Name, Social Insurance Number, salary, premium deduction, volume of insurance coverage **Uses:** To control the collection of insurance premiums and the payment of claims **Users:** PEBA staff **Type of Individuals:** All employees insured under the benefit plans administered by the Public Employees Benefits Agency

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Finance
9th Floor, 2350 Albert Street
REGINA, Saskatchewan S4P 3V7

Telephone: (306) 787-6532

HEALTH

ADDRESS

3475 Albert Street
Regina, Saskatchewan S4S 6X6

MANDATE

Saskatchewan Health is responsible for protecting and improving the health of the people of Saskatchewan by either providing or funding the provision of a variety of health services. These services include hospital, ambulance, special care and personal care homes, home care, mental health, community health, medical care insurance, prescription drugs, laboratory and disease control services, alcohol and drug treatment prevention services, and health promotion.

ORGANIZATION

The Department is organized into four divisions: Community Health; Insured Services; Acute and Continuing Care; and the Deputy Minister's Division, which provides support services to the Department.

DEPUTY MINISTER'S OFFICE

The Deputy Minister is the chief executive officer of the Department of Health. The office provides staff support to the deputy minister in the overall management of the department, policy coordination and strategic planning.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on department policies and programs, administration of agencies, boards, committees and commissions, their policies and programs.

DEPUTY MINISTER'S DIVISION

The Deputy Minister's Division is comprised of Policy and Health Economics Branch, Human Resources and Fee Negotiation Branch and the Communications Branch.

Policy and Health Economics Branch

The Policy and Health Economics Branch provides central policy support services within Saskatchewan Health. Activities within the Branch focus on: conducting economic analyses and evaluations of health care programs, assessing alternate health care delivery systems, co-ordinating the development of departmental legislation, developing policy proposals concerning human resources in the health sector, providing co-ordination and analytic services for interprovincial planning processes, conducting special projects and providing support services to senior management. Branch staff represent the Department on a number of provincial and interprovincial committees.

GENERAL CLASSES OR TYPES OF RECORDS

Aboriginal Health
Alcohol and Drugs
Alternate Health Care Systems
Alternative Delivery Systems
Ambulances
Community Health Centres
Comprehensive Health Organizations
Computers/Computer Technology/Databases/ Telecommunications
Demographics
Evaluation Studies
Family Violence
Federal Government Departments and Agencies Correspondence
Federal/Provincial and Interprovincial Conferences, Meetings, Committees
Federal Government Initiatives
Health Informatics
Health Professions
Health Maintenance Organizations
Health Service Organizations
Health Care Administration/Planning
Health Care Utilization
Health Economics
Health Ethics
Health Goals
Health Manpower
Health Promotion/Education

Health Status
Health Technologies
History of Health Care/Special Events
Hospitals
Long-Term Care
Mental Health
National and International Non-Government Organizations
Non-Canadian Governments and Agencies
Nutrition
Occupational Health
Organ Donors/Transplantation
Provincial Government Initiatives
Rehabilitation/Rehabilitation Facilities
Reproduction/Abortion/Pregnancy/Midwifery
Saskatchewan Health Branches, Committees, Work Groups
Saskatchewan Government Departments, Agencies and Committees
Saskatchewan Non-Government Organizations and Associations
Seniors Health
Strategic Planning
Total Health Centres

PERSONAL INFORMATION

Agency Data Forms

Location: Policy and Health Economics Branch **Information maintained:** Name, job title or occupation, position on board, home address and telephone number, business address and telephone number, home constituency, date(s) of appointment to boards and expiry date of appointment, remuneration, gender, target group represented (e.g. senior citizen, disabled), organization represented (e.g. College of Medicine), Social Insurance Number **Uses:** To process expenses **Users:** Legislation Officer; Finance and Administration Branch; program branches responsible for compiling the information and holding meetings **Type of Individuals:** Members of boards and committees established by legislation or by Minister's Order

Human Resources and Fee Negotiation Branch

The Human Resources & Fee Negotiation Branch provides comprehensive human resource and staff development services to the Department of Health including monitoring and observing fee negotiations with professional groups.

GENERAL CLASSES OR TYPES OF RECORDS

Bursary Information
Employment Equity Files
Fee Negotiations Files
Mandate File
Position Establishment

PERSONAL INFORMATION

Staff Development

Location: Human Resources Branch **Information Maintained:** Employee name and address, staff development participation information including title, date, time, cost and location of course **Uses:** To maintain employee development history and present needs **Users:** Human Resources Branch Staff and Saskatchewan Health managers **Type of Individuals:** Health employees

Bursary Program

Location: Human Resources Branch **Information Maintained:** Recipient name and address, record of financial assistance received and scholastic and employment record **Uses:** To maintain bursary program and monitor student service commitment **Users:** Staff Development Unit **Type of Individuals:** Saskatchewan Health bursary recipients

Communications Branch

The Communications Branch promotes health programs and policies by providing information to the public, the media and health care providers.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information related to speech-writing, news releases, annual reports, brochures, posters, educational materials, exhibits, advertising campaigns, photographs, newsletters, press clippings, the production of displays and a wide variety of publications.

Dockets
News Releases
Photo Library
Press Clippings
Publications
Speeches
Surveys/Studies

PERSONAL INFORMATION

None

COMMUNITY SERVICES DIVISION

This division is comprised of the Community Health-Prevention Services Branch, Community Health-Treatment Services Branch, Mental Health Services Branch, Northern Health Services Branch, and the Health Promotion Branch.

Community Health-Prevention Services Branch

The Community Health-Prevention Services Branch objective is to prevent disease and disability and to protect, maintain and improve people's health by providing community based services. These services include public health inspection, dental health education, nutrition counselling, public health nursing, speech language therapy, and early childhood psychology. Services are organized through 10 health regions province wide excluding Regina, Saskatoon, and Northern Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

All documents filed under the following Acts:

The Dental Therapists Act
The Registered Nurses Act
The Public Health Act

Client Records
External Committees
Inter Provincial Correspondence
Non-Government Organizations
Oral Health Care Programs
Program Reviews
Regional Health Boards
Statistical Records

PERSONAL INFORMATION

Regional Boards of Health

Location: Community Health-Prevention Services Branch **Information Maintained:** Names, addresses, phone numbers **Uses:** Communication with health board members **Users:** Saskatchewan Health staff, health board chairmen **Type of Individuals:** Regional health board members

Non-Government Organizations

Location: Community Health-Prevention Services Branch **Information Maintained:** Address, telephone number, grant payment **Uses:** Communication with non-government organizations for funding purposes **Users:** Staff of Saskatchewan Health **Type of Individuals:** Non-government organizations that receive funding from Health

Public Health Inspection Files

Information on the following facilities is maintained:

Communal Sewage Facilities
Communal Water Facilities
Eating Establishments
Food Distribution Facilities
Food Process Facilities
Industrial Camps
Institutions
Licensed Accommodations
Liquor Outlets
Non-Communal Sewage Facilities
Personal Services Facilities
Public Water Facilities
Recreations/Public Facilities
Swimming Pool/Water Theme Park

Location: Community Health-Prevention Services Branch, Regional and District Offices.
Information Maintained: Facility name, address, name of owner/operator, premises codes, inspection dates, health inspection information.
Uses: To monitor public health status of facility.

Users: Saskatchewan Health staff/operators/ owners of facilities. **Type of Individuals:** Owners/Operators

Food Safety Handlers Courses

Location: Main and regional offices **Information Maintained:** Name, social insurance number, address, phone number, occupation, area of employment, level, examination date, examination mark **Uses:** To monitor public health status of the facility to ensure compliance with regulations **Users:** Public Health Inspectors, Medical Health Officers, clerical staff, operators/owners of facilities **Type of Individuals:** Attendants of food safety handlers courses

Swimming Pool Operators Courses

Location: Main and regional offices **Information Maintained:** Name, address, certificate number, pool address, examination results, average, level **Uses:** To monitor public health status of the facility **Users:** Public Health Inspectors, Medical Health Officers, clerical staff, operators/owners of facilities **Type of Individuals:** Attendants of swimming pool operators courses

Fluoride Mouthrinse Program

Location: Participating schools **Information Maintained:** Child's name, date of birth, health card number, name of school, location, signature and consent of parent, date **Uses:** To monitor participation in school based fluoride mouthrinse programs **Users:** Health staff **Type of Individuals:** Children receiving services

Nutritional Products Program

Location: Community Health - Prevention Services Branch **Information Maintained:** October 1987-December 1991, client's name, address, hospitalization or personal health number, physician's name, address, formula used, diagnosis, dietitian's name, address, assessment date, clients' bills **Uses:** To monitor use and eligibility for the program **Users:** Health staff **Type of Individuals:** Clients using nutritional products

Individual Health Records

Location: Regional and district offices **Information Maintained:** Client name, address, birthdate, phone number, health services number, parent's names, clinical information regarding the client **Uses:** To document services provided to clients and to monitor immunization status of infants, preschoolers and school based students **Users:** Health staff **Type of Individuals:** Children from birth to 18 years of age

Family Record

Location: Regional and district offices **Information Maintained:** Family name, address, occupation of householder, family physician, family member names, birthdates **Uses:** To document services provided to the family **Users:** Health staff **Type of Individuals:** Family members from birth to 18 years of age

Adult Health Records

Location: Regional and district offices **Information Maintained:** Client name, birthdate, health services number, marital status, occupation, address, phone number, nearest relative, relationship, address, attending physician, address, significant health history and client information **Uses:** To document and facilitate service delivery **Users:** Public Health Nurses **Type of Individuals:** Clients receiving service

Special Case Files

Location: Regional and district offices **Information Maintained:** Clinical information pertinent to client's condition **Uses:** To document and facilitate service delivery **Users:** Public Health Nurses **Type of Individuals:** Clients who are receiving and who have received specialized care

Speech Language Pathology Clinical Reports

Location: Regional offices **Information Maintained:** Child's name, date of birth, parents, address, date of assessment, referral reason, assessment and therapy results, diagnostic summaries, recommended program/treatment, recommended referrals, record of various phone contacts **Uses:** To document clinical procedures **Users:** Health staff **Type of Individuals:** Clients receiving or who have received service

Early Childhood Psychology Clinical Reports

Location: Regional offices **Information Maintained:** Child's name, date of birth, parents, address, date of assessment, referral reason, assessment and therapy results, diagnostic summaries, recommended program/treatment, recommended referrals, record of various phone contacts **Uses:** To document clinical procedures **Users:** Health staff **Type of Individuals:** Clients receiving or who have received service

Community Health - Treatment Services Branch

The Community Health-Treatment Services Branch is organized to bring rehabilitation and support services to people in their own communities. These services include physiotherapy and occupational therapy, chiropody, audiological and other services for the hearing impaired, equipment loan and other support services for people with disabilities. The Branch delivers these services, at the community level, through: the Chiropody Program, Saskatchewan Aids to Independent Living (SAIL), the Saskatchewan Hearing Aid Plan (SHAP), and the Community Therapy Program.

GENERAL CLASSES OR TYPES OF RECORDS

Administrative Manuals
Central/Regional Inventories
Educational Materials
General Program Information
Grant Records
Operational/Program Statistics
Operational and Committee Reports
Product and Supplier Listings
Supplier Catalogues

PERSONAL INFORMATION

Chiropody Client Files

Location: Main, regional and some satellite chiropody clinics **Information Maintained:** Name, address, telephone number, date of birth, name, address and telephone number of family physician, Health Services Card number, patient category, referral source, place of residence, diagnosis and treatment codes, medical history, correspondence pertaining to that patient and orthotics laboratory prescription sheets and evaluation **Uses:** To reference pertinent information regarding appointments **Users:** Chiropody staff **Type of Individuals:** Chiropody clients

Chiropody Client Waiting Lists

Location: Main, regional and some satellite clinics **Information Maintained:** Name, address, telephone number, date of birth, name, address and telephone number of family physician, referral source and reason for referral, medical and surgical history **Uses:** Listings for waiting list management and client appointment priorizing and scheduling **Users:** Chiropody staff **Type of Individuals:** New and previous Chiropody clients

Chiropody Patient Information System (Computerized)

Location: Community Health - Treatment Services Branch, Main and Regional Chiropody Clinics **Information Maintained:** Health Services Card number, name, date of birth, patient category, referral source, residence type, sex, date of receipt of referral, in-treatment date, appointment schedule, diagnosis codes, treatment codes, projected discharge dates, actual discharge dates and discharge reason **Uses:** Statistical compilation of patient information data **Users:** Chiropody Staff **Type of Individuals:** Chiropody clients

Chiropody Client Appointment Records

Location: Main, regional and satellite clinics **Information Maintained:** Name, address, telephone number and category of patients; new or return visits **Uses:** Daily clinical scheduling of patients **Users:** Chiropody staff **Type of Individuals:** Chiropody clients

SAIL Special Beneficiary Files

Location: Community Health - Treatment

Services Branch **Information Maintained:** Name, address, age, sex, next of kin, Health Services Card number, medical history and description, requisitioner identification, social situation, letters of acceptance, special needs equipment services, special equipment and medical supply orders, grant payments/reimbursements and correspondence between department officials and beneficiary/service providers **Uses:** Determination of eligibility, statistics and inventory record-keeping **Users:** SAIL staff **Type of Individuals:** Paraplegia, Cystic Fibrosis, Renal Disease, Disabled Children, Congenital Anomaly, Hemophilia and Ostomy Program registrants

SAIL Home Respiratory Files

Location: Community Health - Treatment Services Branch **Information Maintained:** Name, address, age, sex, Health Services Card number, medical history and description, requisitioner identification, therapy instructions, letters of acceptance, equipment services, oxygen utilization data, oxygen payments, renewals for coverage, correspondence between department officials and beneficiary/service providers **Uses:** Determination of eligibility, statistics, payment records and inventory record-keeping **Users:** SAIL staff **Type of Individuals:** Home respiratory and home oxygen regisrants

Special Needs Equipment Beneficiary Files

Location: Saskatchewan Abilities Council **Information Maintained:** Name, address, age, sex, Health Services Card number, medical history, requisitioner identification, equipment services and correspondence between departmental or Sask. Abilities Council officials and beneficiary/service providers **Uses:** Determination of eligibility, statistics and inventory record-keeping **Users:** SAIL and Sask. Abilities Council staff **Type of Individuals:** Special Needs Equipment loan registrants

Aids to the Blind Beneficiary Files

Location: Community Health - Treatment Services Branch and Canadian National Institute for the Blind (CNIB) **Information Maintained:** Name, address, age, sex, Health Services Card number, visual acuity, prescriber identification, equipment services and correspondence between departmental officials and beneficiary/service providers **Uses:** Determination of eligibility, statistics and inventory record-keeping **Users:** SAIL and CNIB staff **Type of Individuals:** Aids to the Blind program registrants

SHAP Patient Files

Location: SHAP main and regional clinics **Information Maintained:** Name, address, telephone number, date of birth, sex, health services number, pertinent background medical history, diagnostic and treatment history, hearing aid sales and service record as well as all medical reports and administrative correspondence undertaken on behalf of that client **Uses:** Reference record of all diagnostic, treatment and technical services SHAP provided to client **Users:** SHAP staff, physicians and allied health professionals who require follow-up reports and/or specific information regarding their clients, and clients regarding their own files **Type of Individuals:** SHAP clients

SHAP Client Assessment Waiting Lists and Re-Assessment Lists

Location: SHAP main and regional clinics **Information Maintained:** Name, address, telephone number, date of birth, health services number, parent, guardian or contact number (if applicable); referral source **Uses:** Listing from which clients are priorized and scheduled for hearing assessment or re-evaluation appointments **Users:** Branch staff **Type of Individuals:** New and previous SHAP clients

Reference Lists (Computerized)

Location: Community Health - Treatment Services Branch; SHAP main and full-time regional clinics **Information Maintained:** Name, address, date of birth, health services number. **Uses:** Reference list of SHAP's 4-year active clients; generates print-outs of deceased clients plus name/address corrections; re-assessment lists **Users:** SHAP staff; Branch staff **Type of Individuals:** SHAP clients

Keypunch Records/Forms (Computerized)

Location: SHAP main clinics **Information Maintained:** Name, sex, telephone, address, date of birth, date of clinic visit, health services number, third party responsibility and parent/guardian (if applicable), diagnosis, referral and recommendation codes **Uses:** Record of individual client registrations with SHAP **Users:** SHAP staff **Type of Individuals:** SHAP clients

Hearing Aids Sold

Location: SHAP main clinics **Information Maintained:** Name and address, make, model, serial number, price, Local Purchase Order number, and invoice number of the hearing aid **Uses:** Inventory record **Users:** SHAP staff **Type of Individuals:** SHAP clients who have purchased hearing aids through the SHAP program

Loaner Frequency Modulation Systems

Location: SHAP main clinics **Information Maintained:** Name, address, telephone number, date of birth; parent or guardian; school; make, model and serial number of equipment; billing information; expected date of return **Uses:** References who F.M. equipment has been and/or is on loan to **Users:** SHAP staff **Type of Individuals:** Hearing-impaired children to age six years; some special consideration adults or school systems

Hearing Aid Repair Records

Location: SHAP main clinics **Information Maintained:** Name, address, telephone number, make, model, serial number of repair aid plus loaner aid (if applicable); repair costs, clinic location and follow-up instructions **Uses:** Repair record of a client's hearing aid **Users:** SHAP staff **Type of Individuals:** Any client requesting hearing aid repair service

SHAP Client Appointment Records

Location: SHAP main and regional clinics **Information Maintained:** Client name, address, telephone number, date and type of appointment **Uses:** Daily clinic scheduling of patients **Users:** SHAP staff and regional staff **Type of Individuals:** New and previous SHAP clients

Letters of Referral to SHAP

Location: SHAP main and regional clinics **Information Maintained:** Client's name, address, telephone number, health service number, patient's referring physician and client's pertinent medical history **Uses:** Background medical diagnostic information for client's file **Users:** SHAP staff; regional staff **Type of Individuals:** New or previous SHAP clients with upcoming assessment appointments

Neonatal Intensive Care Unit (NICU) Records

Location: SHAP Regina clinic **Information Maintained:** Name, parent or guardian, address, phone number, hospital file number, date of birth, date of test, physician, test findings **Uses:** Record of NICU test findings and subsequent report to parent/guardian, physician, General Hospital - Infant Hearing Assessment Program and Developmental Assessment Clinic **Users:** SHAP staff, General Hospital staff **Type of Individuals:** NICU infants at the General Hospital

Community Therapy Client Files

Location: Regional and satellite community therapy clinics **Information Maintained:** Name, address, phone number, date of birth, health services card number, diagnosis, symptoms, medical history, physician's signature, patient's and witness' signature for consent for treatment, therapist assessment, progress notes and discharge summary **Uses:** Provide ongoing record of each patient seen by a therapist **Users:** Community therapists, physicians **Type of Individuals:** Community therapy clients

Community Therapy Client Waiting Lists

Location: Main, regional, and some satellite community therapy clinics **Information Maintained:** Name, address, telephone number, date of birth, health services card number, location of treatment, employer, patient availability, physician, diagnosis, duration and severity of symptoms, functional limitations, date appointment booked and length of time on waiting list **Uses:** Listings for waiting list management and client appointment priorizing and scheduling **Users:** Community therapists and clerical staff **Type of Individuals:** New and previous community therapy clients

Community Therapy Patient Care Linelisting

Location: Main and regional community therapy clinics **Information Maintained:** Patient name, date of birth, sex, health services card number, category of condition, treatment setting, care level, referral type, condition, weighted treatment time, number of visits, discharge reason and therapist signature **Uses:** To provide treatment statistics **Users:** Health staff **Type of Individuals:** Community therapy clients

Release of Information - Community Therapy

Location: Regional and satellite clinics **Information maintained:** Name, address, patient's signature, witness' signature **Uses:** To obtain patient's consent when information regarding the individual is to be utilized for patient education **Users:** Community therapists **Type of Individuals:** Community therapy clients

Mental Health Services Branch

The Mental Health Services Branch provides and oversees the provision of mental health services throughout the province. It is responsible for ensuring that provisions of *The Mental Health Services Act* are complied with. The Branch operates Mental Health Centres and Clinics throughout the province. Consult the government telephone directory for addresses. It has resident staff and/or provides services on a regular basis in many other communities. The Branch funds a number of non-governmental organizations involved with mental health and mental health service delivery.

The Mental Health Services Branch approves residences certified under provisions contained in *The Mental Health Services Act*, engages psychiatrists on sessional contracts, administers some special purpose accounts and is responsible for the operation of appeal mechanisms designed to protect client/patient rights.

GENERAL CLASSES OR TYPES OF RECORDS

Certificates issued pursuant to *The Mental Health Services Act*.
Information relating to contracts:
- Non-governmental organizations
- Official representatives
- Personal service (rehabilitation)
- Purchased services - pharmacies
- Research - University, etc.

Policy and procedure manuals
Special purpose accounts - ie. patient trust
Statistical and research reports relating to mental health services

PERSONAL INFORMATION

Client/Patient Files - Mental Health

Location: Mental Health Centres/Clinics **Information Maintained:** Name and address, personal characteristics, referral information, legal certificates, contacts, identifying numbers, diagnoses, assessment reports, laboratory results, treatment related information, lists of possessions, trust account information, correspondence **Uses:** To provide and document services; quality assurance **Users:** Clinical staff **Type of Individuals:** Mental Health Services Branch clients

Client/Patient Register - Mental Health

Location: Mental Health Services Branch **Information Maintained:** Name and health care number, centre providing service, current status, diagnosis, registration date **Uses:** To identify individuals receiving services and service locations **Users:** Clinical and administrative staff **Type of Individuals:** Individuals receiving services from branch and other agencies

Client/Patient Information System - Mental Health

Location: Mental Health Services Branch **Information Maintained:** Name and health care number, demographic information, previous treatment information, diagnoses, case initiation data, service provision data, administrative information, case termination data **Uses:** Program management, planning and evaluation, program monitoring, caseload management, statistical reporting, research **Users:** Managers, researchers and clinicians **Type of Individuals:** Individuals receiving services from branch and other agencies

Approved Homes - Mental Health

Location: Mental Health Services Branch **Information Maintained:** Names and addresses of operators, approved occupancy, approval and renewal dates, exceptions, inspection certificates, correspondence **Uses:** Licensing of Approved Homes **Users:** Clinicians and agencies placing clients in community residential settings **Type of Individuals:** Approved home operators

Contracts for Medical Services

Location: Mental Health Services Branch **Information Maintained:** Names and addresses of psychiatrists, resumes, correspondence, details of contracts **Uses:** Determining qualifications of psychiatrists employed to provide services, arranging for their employment and administration related to their employment **Users:** Branch and regional managers responsible for employing psychiatrists **Type of Individuals:** Contract psychiatrists

Psychiatric Nurses Academic Records

Location: Mental Health Services Branch and Saskatchewan Hospital, North Battleford **Information Maintained:** Details of education **Uses:** To confirm psychiatric nursing training **Users:** Persons wishing to have details of their training confirmed **Type of Individuals:** Persons trained as psychiatric nurses in schools associated with the Saskatchewan Hospitals in Weyburn and North Battleford between 1949 and 1972

Northern Health Services Branch

The Northern Health Services Branch (NHSB) provides health services to the people of Northern Saskatchewan. Types of services include mental health care, primary and public health care, dental health care to children ages 3-17, health inspection, home care and health education, and administrative support to these programs.

GENERAL CLASSES OR TYPES OF RECORDS

All documents filed under the following Acts:

The Child and Family Services Act
The Dental Therapists Act
The Health Services Act
The Home Care Act
The Mental Health Services Act
The Narcotic Controlled Drug Act
The Psychiatric Nurses Act
The Public Health Act
The Registered Nurses Act
The Social Services Act
The Young Offenders Act

Child/Adult Public Health Records
Client Records
Community Health Family Folders
Immunization
Narcotic and Controlled Drug Records
Notification of Communicable Disease
Outpatient Treatment Records
Patient Medical Records
Rheumatic Fever Program
Sexually Transmitted Disease Reports
Statistical Records
Tuberculosis Drug Control Records
Tuberculosis Program

PERSONAL INFORMATION

Dental Client and Statistical Files

Location: Turnor Lake, Buffalo Narrows, Ile a la Crosse, Beauval, Pinehouse, La Ronge, Cumberland House, Creighton, Sandy Bay **Information Maintained:** Name, address, medical history, dental examination findings, x-rays, dental treatment provided **Uses:** Record dental treatment provided **Users:** Dental program staff **Type of Individuals:** All patients enrolled in NHSB dental program - 16 years of age and under

Home Care Admissions

Location: La Ronge **Information Maintained:** Name, community, date of birth, sex, type of admission, marital status, living arrangements, place of residence, type of residence, factors contributing to admission, Health Services Card number, income source, client rating **Uses:** Statistical, defining who the clients are **Users:** NHSB **Type of Individuals:** Clients admitted to the home care programs

Home Care Discharges

Location: La Ronge **Information Maintained:** District, client name, Health Services Card number, file reference code, discharge data and reason for discharge **Uses:** Statistics **Users:** NHSB **Type of Individuals:** Clients no longer receiving home care services

Home Care Board Member File

Location: La Ronge & Beauval. **Information Maintained:** Financial, annual audits, funding agreements, local policies, board meeting minutes, manager minutes, correspondence to and from boards and service summary; some statistics **Uses:** Monitoring programs, statistics, planning **Users:** NHSB **Type of Individuals:** All Home Care Board members

Public Health Inspection Client & Statistical Files

Location: La Ronge, Creighton, Buffalo Narrows **Information Maintained:** Name, community, nature of complaint, inspection reports **Uses:** Historical data, planning programs **Users:** NHSB **Type of Individuals:** All public premises; licensed and permitted premises

Medical Transportation Client & Statistical Files

Location: La Ronge, Regina **Information Maintained:** Personal Information - record of medical trips arranged **Uses:** Statistics **Users:** NHSB, Supplementary Health Program **Type of Individuals:** Clients transported by air, ground

Mental Health Client & Statistical Files

Location: La Ronge, Creighton, Ile a la Crosse, Buffalo Narrows **Information Maintained:** Name (Maiden name), sex, age, date of birth, residence, date of intake, marital status, education, source of referral, previous psychiatric admission, diagnoses on admission, previous outpatient mental health service, diagnoses on separation, cause of death, presenting problems, date of separation from health facility, Health Services Card number or Treaty Number, siblings, children, next of kin **Uses:** Compile statistics, provide data for morbidity studies, evaluate trends in patient movement, ongoing evaluation of client caseloads vs. frequency of visits, establish appropriate budgets for program operation, audit staff workload and performance, maintain legal and ethical documentation **Users:** Branch administration staff, research staff (if available) Mental Health staff **Type of Individuals:** Mental Health clients

Patient Medical Files

Location: Primary care health centres **Information Maintained:** Identifying information, clinical data, condition assessment, therapeutic intervention, lab work results, correspondence re: medical problems, prenatal records **Uses:** Patient care consistency **Users:** Primary care nurses; attending physicians **Type of Individuals:** Patients

Community Health Family Folders

Location: All nursing health centres/offices **Information Maintained:** Family name; individual family members' names; date of birth, sex, location of home **Uses:** Holds individual health records of each family member together as a unit **Users:** Primary care and/or public health nurses **Type of Individuals:** Clients

Community Health Individual Health Records

Location: All nursing health centres/offices **Information Maintained:** Identifying information, Patient encounter information, home visits, hearing, vision screening results, perinatal history, immunization status, chronic health conditions, allergies, growth and development **Uses:** Record of care, health education given to client to ensure continuity of care **Users:** Primary care and/or public health nurses **Type of Individuals:** Clients

Narcotic And Control Drug Records

Location: Primary care centres **Information Maintained:** Patient's name, narcotic given - amount, date **Uses:** Control record for dispensation of narcotics; legal requirement **Users:** primary care nurses **Type of Individuals:** Clients

Outpatient Treatment Record

Location: Primary care centres **Information Maintained:** Patient's name, personal health card number, provisional diagnosis, therapeutic intervention, medical evacuation **Uses:** Daily record of outpatients seen at clinics for statistical purposes; program planning, continuity of care **Users:** Primary care nurses **Type of Individuals:** Patients

Notification of Communicable Disease Reports

Location: All nursing health centres/offices, Communicable Disease Control Nurse's Office **Information Maintained:** Identifying information, nature of exposure, assessment of source, follow up **Uses:** Copies maintained at clinics for reference, continuity of care **Users:** Nursing staff, physicians **Type of Individuals:** Patients

Sexually Transmitted Disease

Location: All nursing health centres/offices, Communicable Disease Control Nurse's office **Information Maintained:** Identifying information, diagnosis, contacts, and follow up **Uses:** legal report to provincial reporting body; continuity of care - follow up of contacts; statistics to evaluate trends, and plan treatment and prevention programs **Users:** Nurses and physicians; communicable disease control nurse, medical health officer **Type of Individuals:** Patients

Tuberculosis Drug Control Record

Location: Primary care centres/public health offices **Information Maintained:** Identifying information, drugs prescribed, dosage, amounts dispensed, date **Uses:** Record of drug therapy to ensure therapeutic regime follow up **Users:** Public health/primary care nurses, Tuberculosis workers, community health educators **Type of Individuals:** Patients

Rheumatic Fever Program

Location: All nursing health centres/offices, central office **Information Maintained:** Identifying information, diagnosis, treatment plan, physician **Uses:** Ensure consistent follow up **Users:** Field nurses, communicable disease control nurse & medical health officer **Type of Individuals:** Patients

Tuberculosis Program

Location: All nursing health centres/offices, central office **Information Maintained:** Copies of correspondence from tuberculosis consultants to physicians; results of kindergarten and contact tuberculin surveys; registry of persons on tuberculosis medications - name, age, address, diagnosis, date of treatment **Uses:** Communicable treatment plans for continuity and coordination of follow up; monitor trends, assist with patient management **Users:** field nurses, communicable disease control nurse and medical health officer **Type of Individuals:** Persons examined for tuberculosis and those on active treatment and prophylaxis for tuberculosis

Immunization - Influenza and Pneumococcal Vaccine Registry

Location: La Ronge **Information Maintained:** Name, address, age, indication for vaccine, year given **Uses:** Coordination of program, detect percent of eligible population covered; project vaccine requirements from year to year; prevent duplication of immunization **Users:** Communicable disease control nurse, field nurses, physicians **Type of Individuals:** Persons who have been immunized

Immunization - Adverse Reactions

Location: La Ronge **Information Maintained:** Name, birthdate, address, immunization record, reaction, advice **Uses:** Patient management, report required by Health & Welfare Canada **Users:** Communicable disease control nurse, medical health officer **Type of Individuals:** Persons who have been immunized

Immunization - Staff Immunization

Location: La Ronge **Information Maintained:** Name, birthdate, location, position, immunization record, occupational exposure to communicable disease, follow up **Uses:** Occupational health record **Users:** Communicable disease control nurse **Type of Individuals:** Persons who have been immunized

Immunization International Travel

Location: La Ronge **Information Maintained:** Name, age, address, travel details, immunization history, recommended immunization and travel advice **Uses:** Document advice given **Users:** Communicable disease control nurse **Type of Individuals:** Persons who have been immunized

Speech Language Pathology Clinical Reports

Location: La Ronge **Information Maintained:** Identifying client information, record of patient encounters, diagnosis, intervention, follow up **Uses:** To document clinical procedures by staff **Users:** Field nurses, medical health officers, speech language pathologists **Type of Individuals:** Clients

Health Promotion Branch

The Health Promotion Branch is responsible for the development of health promotion programs in order to help educate the public on health and lifestyle issues. Program areas include nutrition, smoking, injury prevention, physical activity, mental health, alcohol and drug abuse, and communicable diseases.

GENERAL CLASSES OR TYPES OF RECORDS

Everyone Wins Grants/Funding
Non-Governmental Organizations
Out-of-Province Government Correspondence
Provincial/Interprovincial Correspondence
Resource Development
Special Projects/Reports

PERSONAL INFORMATION

Notis Library System File

Location: University of Regina **Information Maintained:** Name, Department, Patron Identification, Status ie. staff, student, others, Address, Phone Number **Uses:** Signing out library material, locating overdue books, reserving books **Users:** Department of Health Library staff **Type of Individuals:** All patrons of Saskatchewan Health Library

INSURED SERVICES DIVISION

This Division encompasses the following branches: Medical Care Insurance Branch, Prescription Drug Services Branch, Laboratory and Disease Control Services Branch, Vital Statistics Branch, Health Insurance Registration, and the Finance and Administration Branch.

Medical Care Insurance Branch

The Medical Care Insurance Branch provides medical coverage for a comprehensive range of physicians' services. In addition, selected optometric, chiropractic and dental (including children dental) services are insured. Supplementary health coverage is also available for social assistance clients.

The Branch is also responsible for the Laboratory Licensing Unit which administers *The Medical Laboratory Licensing Act*.

Records for the Medical Laboratory Licensing Board and Quality Assurance Committees of the College of Physicians and Surgeons of Saskatchewan are retained by the branch.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on audit policy, procedures, guidelines and general administration, systems development and operations, direction and administration of Health insurance and claims processing.

Claims Assessment
Computer Systems - documentation
Dental Care Act and Regulations
Federal Interprovincial Arrangements
Fee Negotiations
Health Insurance Bulletins (Practitioners)
Medical Care Insurance Act
Medical Care Insurance Regulations
Medical Claims - Assessment
Out-of-Province/Out-of-Country
  Claims Policy and Procedures
Payment for Out-of-Province Services
Payment Schedule (insured services)
Payment Systems (health insurance
  claims, children's dental program,
  reciprocal billing, reconciliation).
Payment Verification Systems Reports
Physician/Practitioners Review
Practitioner Claims - Payment
  Processing Policy
Practitioner Statistical Information
  and Reports
Saskatchewan Assistance
  Plan/Supplementary Health Benefit
  Regulations
Saskatchewan Professional Health
  Organizations
Systems Security
Technology, Software and
  Telecommunications Vendors

PERSONAL INFORMATION

Correspondence/Files

Location: Medical Care Insurance Branch **Information Maintained:** Name, Health Services Number, age, gender, address, inquiries, court orders, subpoenas, decisions and recommendations **Uses:** Respond to inquiries, statistical information **Users:** Medical Care Insurance Branch staff, members of the general public **Type of Individuals:** Persons receiving insured medical services

Legal Requests for Insured Service Information

Location: Medical Care Insurance Branch **Information Maintained:** Name, Health Services number, age, gender, address, claims history, legal opinions, court orders, subpoenas **Uses:** Respond to court orders, subpoenas, requests from insured persons and their legal representative, provide statistics **Users:** Medical Care Insurance Branch staff, Legal System (solicitors, police), personal requests by insured persons, Workers' Compensation Board and Saskatchewan Government Insurance **Type of Individuals:** Persons receiving insured medical services

Reciprocal Billing of Medical Claims

Location: Medical Care Insurance Branch **Information Maintained:** Physicians' Saskatchewan Health plan number; referring physicians' Saskatchewan Health plan number; patients provincial registration number, name, date of birth and gender; payment schedule code; amount submitted and amount approved; diagnosis; date of service; microfilm number; clinic number; location of service; and adjustment details **Uses:** Assess and pay medical claims for services provided in Saskatchewan to non residents **Users:** Medical Care Insurance Branch staff, Authorized personnel from other provinces, Saskatchewan residents receiving health care in other provinces and out-of-province residents receiving health care in Saskatchewan **Type of Individuals:** Saskatchewan residents receiving medical care in other provinces and other provincial residents receiving medical care in Saskatchewan

Correspondence/Files - Physicians & Practitioners

Location: Medical Care Insurance Branch **Information Maintained:** Name, address, inquiries, physician/practitioners insurance registration number, address and telephone number **Uses:** Respond to inquiries **Users:** Medical Care Insurance Branch staff, Medical Assessment Boards, other authorized agencies **Type of Individuals:** Physicians/practitioners requesting or making claims for payment or whose practices are under review by the Department of Health

Medical Claims Reference Files

Location: Medical Care Insurance Branch **Information Maintained:** Health Services Number, patient's names, date of birth, gender, insured service history, fees, reasons for adjustments, practitioner's registration number, referring physician's registration number, and claims number **Uses:** Assess and pay claims, confirm claims for payment, monitor physician's/practitioner's billing, generate claims-verification letters, provide statistics and analysis, identify abnormal service patterns, investigate allegations of fraud, and respond to inquiries **Users:** Medical Care Insurance Branch staff, Medical Review Committees, Professional Associations of Providers of Services and Medical Assessment Boards **Type of Individuals:** Persons claiming payment for the insured medical services and providers of service, e.g. physicians

Health Care Practitioner Register

Location: Medical Care Insurance Branch **Information Maintained:** Name, Health Services Number, address, gender, professional qualifications, specialty and licensing information with effective dates and practitioner's date of birth **Uses:** Confirm entitlement, determine manner in which fees are to be paid, generate mailing information, monitor practitioners' billing, identify practitioner for payment recovery purposes, produce lists of registered practitioners, respond to inquiries, provide statistics **Users:** Medical Care Insurance Branch staff **Type of Individuals:** Practitioners in Saskatchewan who are registered to practice in the province

Accounts Receivable for Insured Medical Services

Location: Medical Care Insurance Branch **Information Maintained:** Name, address, overpayment background, reassessment decisions **Uses:** Recover overpayment **Users:** Medical Care Insurance Branch staff, Legal services staff **Type of Individuals:** Practitioners receiving payment for insured medical services provided and persons who receive reimbursement when billed directly for insured services

Contracts

Location: Medical Care Insurance Branch **Information Maintained:** Contract terms and payment **Uses:** Ensure payment, ensure adherence terms of agreements **Users:** Medical Care Insurance Branch staff **Type of Individuals:** Practitioners and vendors who have entered into a contract for providing services/equipment, etc.

Children Dental Program

Location: Medical Care Insurance Branch **Information Maintained:** Name, Health Services Number, age, gender, claim history **Uses:** Respond to inquiry, claim payment statistical records **Users:** Medical Care Insurance Branch staff, College of Dental Surgeons of Saskatchewan **Type of Individuals:** Children eligible for and receiving dental services covered by the program

Supplementary Health Program

Location: Medical Care Insurance Branch **Information Maintained:** Name, Health Services Number, age, gender, claim history **Uses:** Claims assessment and payment, statistical information and respond to inquiry **Users:** Medical Care Insurance Branch staff, Professional Associations **Type of Individuals:** Persons receiving supplementary health services

Out of Canada Medical Claims

Location: Medical Care Insurance Branch **Information Maintained:** Health Services Number, name, date of birth, age, gender, diagnosis, date of service, amount submitted and approved amount, location of service **Uses:** Claims assessment and payment, respond to inquiry, and statistical information **Users:** Medical Care Insurance Branch staff, Saskatchewan residents, authorized insurance carriers **Type of Individuals:** Persons receiving insured medical services outside Canada

Workers' Compensation Board/Department of Veterans Affairs

Location: Medical Care Insurance Branch **Information Maintained:** Health Services Number, name, age, gender, claims history, Workers' Compensation Board coverage information/Department of Veterans' Affairs coverage information **Uses:** Recover costs for insured services from other Government departments, answer inquiries, provide statistics, respond to inquiries, assess and pay claims **Users:** Medical Care Insurance Branch staff, Workers' Compensation Board and Department of Veterans' Affairs staff **Type of Individuals:** Persons who receive medical benefits under the

Workers' Compensation program and the Veterans' Affairs program

Saskatchewan Cancer Foundation/Sexually Transmitted Disease Claim Records

Location: Medical Care Insurance Branch **Information Maintained:** Health Services Number, name, age, gender, claim history, Saskatchewan Cancer Foundation registration information **Uses:** Claims assessment and payment on an agent basis, respond to inquiries, cost recovery from other Government departments, provide statistics **Users:** Medical Care Insurance Branch staff, Saskatchewan Cancer Foundation staff and authorized department staff **Type of Individuals:** Persons who receive medical coverage under the Saskatchewan Cancer Foundation or the Sexually Transmitted Disease program and for whom the Medical Care Insurance Branch processes claims on their behalf

Licensing - Medical Laboratories

Location: Laboratory and Disease Control Services Branch **Information Maintained:** Name and address of laboratory, name and address of laboratory manager, qualifications of staff, equipment used in testing, type and volume of tests performed, name and address of laboratory to which specimens are sent or from which specimens are received, tests which the laboratory has been licensed to perform, duration of licence **Uses:** Maintain record of licensing history and provide information to the Medical Laboratory Licensing Board for the purpose of making licensing decisions **Users:** Medical Laboratory Licensing Unit, Medical Laboratory Licensing Board, College of Physicians and Surgeons of Saskatchewan **Type of Individuals:** Applicants for laboratory licenses, owners and operators of licensed laboratories

Prescription Drug Services Branch

The Prescription Drug Services Branch provides coverage to eligible Saskatchewan residents for quality pharmaceutical products of proven therapeutic effectiveness. The Saskatchewan Formulary serves as the list of products eligible for coverage. The Saskatchewan Formulary committee, supported by the Drug Quality Assessment Committee, provides advice to the Minister of Health in the compilation and maintenance of the Formulary.

Records for the Saskatchewan Formulary Committee, Drug Quality Assessment Committee, Joint Committee on Drug Utilization and the Advisory Committee on Safe Medicine are retained by the Branch.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on Prescription Drug Plan program delivery, program administration policy and procedures, submitted prescription drug dispensing information, health benefits coverage, payments, drug use information and studies, committee meeting agendas and minutes, tendering and contracts, program statistics and finance, and audits.

Claims computer system documentation and testing
Claims submitted and payment reports
Consumer correspondence
Federal and Provincial government correspondence
Drug tenders and price quotes
Drug studies
Drug benefit payment lists, payment appeals, and cancelled claims advisories
Drug claims and verifications
Manufacturing documentation, product information, published and non-published clinical reports
Non-Government Organization Correspondence and agreements
Other jurisdiction correspondence and reports
Pamphlets and educational bulletin
Patient, Pharmacy, and Physician profiles
Pharmacy Audit reports
Pharmacy contracts and correspondence
Reports concerning Product Quality and Adverse Reaction
Saskatchewan Formulary

PERSONAL INFORMATION

Prescription Drug Pharmacy and Family Claims

Location: Prescription Drug Services Branch **Information Maintained:** Name, address, gender, birthdate, marital status, health coverage, Personal

Health Number, drug name and quantity/form/strength dispensed, prescribing doctor, dispensing pharmacy, family composition, amount spent for drugs, special medical conditions, and special approved drugs **Uses**: To determine the level of payment made by the government for each prescription; to establish a data base for management information, professional internal and external drug use studies; to encourage rational drug use, and to provide data for the profile release program and for patient care in certain hospitals **Users**: Prescription Drug Services Branch professional and clerical employees; industry and outside research agencies (eg. universities, regulatory agencies, other government agencies) have access only to limited non-identifying data, subject to rigid policies **Type of Individuals**: All Saskatchewan Health Beneficiaries

Special Drug Benefits (eg. Exception Drug Status, Palliative Care, Drug Benefits Review Panel)

Location: Prescription Drug Services Branch **Information Maintained**: Applications from physicians including name, address, gender, birthdate, marital status, health coverage, Personal Health Number, drugs used, prescribing doctor, medical conditions, and special approved drugs **Uses**: To assess the need for special drugs coverage or additional government financial benefits **Users**: Prescription Drug Services Branch professional and clerical employees **Type of Individuals**: Saskatchewan residents and applicant physicians/pharmacists

Drug Use Review

Location: Prescription Drug Services Branch **Information Maintained:** Patient profiles produced from Claims System including name, address, drug name and quantity/form/strength dispensed, dispensing pharmacy, prescribing doctor, summary of total prescriptions for a specific time period. Files also contain copies of related correspondence for the request. **Uses:** To monitor the use of drugs by specific individuals **Users:** Prescription Drug Services Branch employees; attending physicians, pharmacies and regulatory agencies **Type of Individuals:** Saskatchewan residents for whom profiles have been requested or generated

Laboratory and Disease Control Services Branch

The Laboratory and Disease Control Services Branch operates laboratories that perform tests on specimens received from hospitals and physicians, and on specimens collected for environmental monitoring. The branch collects and analyzes statistics on the incidence of communicable disease in the province, and distributes vaccines to hospitals, doctors' offices, health regions and other medical centres. The branch also manages the Tuberculosis Control Program, including identification, treatment, monitoring, education and prevention. As well, the branch researches and assesses the adverse and beneficial effects of drugs on the population.

The branch provides these services through the following units: Clinical Laboratories, Environmental Sciences Laboratory, Communicable Disease Control Unit, Tuberculosis Control Unit and the Pharmacoepidemiology Unit.

Records for the Saskatchewan Advisory Committee on Aids and the Advisory Committee on Tuberculosis Control are retained by the Branch.

GENERAL CLASSES OR TYPES OF RECORDS

Communicable Diseases and Epidemiology
Dairy Analysis Reports
Internal Quality Control Records
Laboratory Workbooks/Worksheets
Statistics Canada - Reports of Notifiable Diseases
Test Requisitions/Result Reports
Tuberculosis Statistics
Water Analysis Reports
X-Rays

PERSONAL INFORMATION

Clinical Laboratory Test Results

Location: Laboratory and Disease Control Services Branch **Information Maintained:** Name and address of patient, name and address of physician, age and gender of patient, Health Services Number, test(s) performed and test(s) result **Uses:** Diagnosis of disease; monitoring and review of the incidence of disease in the province; screening for the presence of disease; identification of viruses and bacteria that cause disease in humans; determining cause of death **Users:** Physicians and other health professionals **Type of Individuals:** Persons for whom specimens have been provided to the laboratory for clinical analysis

Sexually Transmitted Diseases - Cases/Contacts

Location: Laboratory and Disease Control Services Branch **Information Maintained:** Name, address, age, gender, patient history related to infection, laboratory results, treatment. **Uses:** Ensure treatment of cases and contacts, trace and notify transmitted disease cases and contacts, compile statistics, monitor disease trends **Users:** Medical Health Officers, physicians, Sexually Transmitted Disease nurses **Type of Individuals:** Persons having been diagnosed with sexually transmitted diseases or named as contacts

Tuberculosis Register and Index of Active Patients, Notification of New Active or Reactivated Cases

Location: Laboratory and Disease Control Services Branch **Information Maintained:** Name, address, gender, marital status, occupation, Health Services Number, physician treating the case, diagnosis, case history, facts relevant to treatment, bacteriology, known close contacts, country of birth and origin **Uses:** Provide a complete roster of identified tuberculosis patients in Saskatchewan; provide information to physicians on previous treatment and stage of disease; update register; provide statistics to Statistics Canada **Users:** Medical Health Officers, Medical Services Branch, Public Health Nurses **Type of Individuals:** All previous and current cases and contacts including reactivated cases

Pharmacoepidemiology Project Files

Location: Laboratory and Disease Control Services Branch **Information Maintained:** Project specific records of linked personal health data **Uses:** Scientific Research **Users:** Authorized government employees. Others, such as researchers, receive only aggregated data, or small, anonymized data sets. **Type of Individuals:** Persons having received health services for which electronic records are maintained

Vital Statistics Branch

The Vital Statistics Branch administers *The Vital Statistics Act and Regulations* and *The Change of Name Act and Regulations*. ie., the registering of births, marriages, deaths, stillbirths, adoptions, divorces, declarations of nullity of marriage, and changes of name; the issuing of certificates of birth, marriage, death, and changes of name; and the compiling, publishing and distributing of statistical reports related to the above.

GENERAL CLASSES OR TYPES OF RECORDS

All documents filed under the *Vital Statistics Act* and the *Change of Names Act*.

Development of health statistical areas correspondence
Division Registrars correspondence
Documents relating to marriages which have been solemnized
Judges' orders or authorizations by Minister of Health
Municipal Bylaws
Reports of Division Registrars
Requests for release of information for research or special studies
Security - police departments/immigration
Statistics Canada forms and supplies
Supporting documents - (registrations, change of name, amendment or correction of registrations, burial permits)

PERSONAL INFORMATION

Birth Registrations

Location: Vital Statistics Branch **Information Maintained:** registration data on new-born children and their parents **Uses:** to provide legal documentation, statistical reporting **Users:** The public and other government and non-government agencies **Type of Individuals:** new-born children and their parents

Marriage Registrations

Location: Vital Statistics Branch **Information Maintained:** personal particulars of those who are united in marriage **Uses:** to provide legal documentation, statistical reporting **Users:** The public and other government and non-government agencies **Type of Individuals:** parties to the marriage, along with name of person solemnizing the marriage

Death Registrations

Location: Vital Statistics Branch **Information Maintained:** personal data on deceased person, names of next-of-kin **Uses:** To provide legal documentation, statistical reporting **Users:** The public and other government and non-government agencies **Type of Individuals:** deceased persons, their next-of-kin, and physician or coroner certifying the death

Stillbirth Registrations

Location: Vital Statistics Branch **Information Maintained:** personal data on parents **Uses:** to provide legal documentation, statistical reporting **Users:** The public and other government and non-government agencies **Type of Individuals:** parents of stillborn children and physician certifying the stillbirth

Change of Name Registrations

Location: Vital Statistics Branch **Information Maintained:** previous and new name of individuals undergoing legal changes of name **Uses:** to provide legal documentation, statistical reporting **Users:** Public **Type of Individuals:** individuals who have made legal changes to their name

Divorce Registrations

Location: Vital Statistics Branch **Information Maintained:** names of couples who are divorced, date of divorce, and judicial centre at which the divorce was granted **Uses:** Statistical **Users:** Vital Statistics **Type of Individuals:** Those who have been divorced in Saskatchewan

Declarations of Nullity of Marriage

Location: Vital Statistics Branch **Information Maintained:** Court orders declaring a nullity of marriage **Uses:** Statistical **Users:** Vital Statistics **Type of Individuals:** Individuals whose marriages have been annulled

Adoption Registrations

Location: Vital Statistics Branch **Information Maintained:** Pre-adoption and post-adoption personal information **Uses:** To amend birth records, statistical purposes **Users:** Vital Statistics **Type of Individuals:** Adoptees and parents (former and present)

Health Insurance Registration

Health Insurance Registration establishes eligibility and registers residents as beneficiaries of Saskatchewan Health programs through the issue of Saskatchewan Health Service Cards, and provides, manages and maintains an accurate, comprehensive, current and accessible Health Insurance Registration File (HIRF).

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on individual beneficiaries, original application form, copies of correspondence and other related registration information.

Portions of all of the above information may be located at any one or all of the Health Insurance Registration regional offices. Consult the Government telephone directory for addresses.

PERSONAL INFORMATION

Health Insurance Registration File (Computerized)

Location: Health Insurance Registration **Information Maintained:** Full name, address, date of birth, gender, marital status, Health Services Number, family unit members, family number, former family unit, level of Supplementary Health benefits, effective and expiry dates of benefits, copies of personal identification document, eg. former province Health card, driver's licence, birth certificate, passport, Canada visa, Indian Registration card, photo ID, etc., occupation, employer and personal reference **Uses:** To clearly identify individuals within the Health Insurance Registration File (HIRF), determine residency and entitlement of benefits **Users:** Saskatchewan Health Branches, Health & Welfare Canada, Saskatchewan Cancer Foundation, Saskatchewan Alcohol and Drug Abuse Commission, Saskatchewan Social Services, Health Insurance Registration agencies, providers of insured Health services **Type of Individuals:** Saskatchewan residents who are Saskatchewan Health beneficiaries

Finance and Administration Branch

The Finance and Administration Branch provides centralized management support services to the Department and the Boards/Commissions. The principle responsibilities of the Branch include: financial management advice, budget preparation, revenue and expenditure accounting and forecasting, internal audit, procurement of goods and mail services, space and accommodation services, development of administrative and management policies, accounting and the department coordination of *The Freedom of Information and Protection of Privacy Act.*

GENERAL CLASSES OR TYPES OF RECORDS

Returns to the Legislature
Signing Authorities

PERSONAL INFORMATION

None

ACUTE AND CONTINUING CARE DIVISION

This division is comprised of the following branches: Urban Hospitals Branch, Rural Health Facilities Branch, Continuing Care Branch, Planning and Construction Branch, and the Information Systems Branch.

Urban Hospitals Branch

The Urban Hospitals Branch is responsible for managing the province's Hospital Care Insurance Plan and allocating annual operating and capital equipment funds to base, regional, large community, and rehabilitation hospitals. It also provides funds to the Saskatchewan Cancer Foundation, community clinics, the College of Medicine, and a variety of non-government agencies for hospital related services and programs. The branch is also responsible for administration of the *Hospital Revenue Act* and for ensuring the maintenance of minimum safety and patient standards for hospital services. The branch comprises: Base Hospital Programs, Regional and Large Community Hospital Programs, Finance, Operational Review and Planning.

Records for the Advisory Committee on Institutional Pharmacy Practice, Community Hospital Funding Advisory Committee, global Budget Funding Review Committee, Technology Advisory Committee and the Saskatchewan Organ Donor Advisory Committee are retained by the branch.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on the distribution of operating funds to hospitals and related facilities and the administration of approved grants. Also contain information on programs and equipment in hospitals and health care facilities, information on health professions, and correspondence with other health care agencies.

Central Laundry Facilities
Community Clinics
Funding and Requests/Reports
Health Professions (by discipline)
Hospital Equipment Approval Requests
Hospital Revenue Tax
Hospitals
Provincial and National Health Care Agencies
Provincial Government Agencies
Provincial Health Care Programs
Regional Services
Saskatchewan Cancer Foundation
Technology
Third Party Agencies
Utilization Management

PERSONAL INFORMATION

Grants to the Medical Education System (Clinical Services Fund)

Location: Urban Hospitals Branch **Information Maintained:** Name, position and approved funding **Uses:** To allocate funding under the Grants to the Medical Education program **Users:** Urban Hospitals Branch Staff **Type of Individuals:** Physicians, interns, residents and other staff who receive funding through the program

Mailing Lists

Location: Urban Hospitals Branch. **Information Maintained:** Name, address, telephone and fax numbers, position, title and institution of all individuals on the mailing lists **Uses:** To circulate general information and correspondence, Prescription Drug Plan Formularies, Saskatchewan Health Statistical Supplements to the Annual Report and updates to the Reference Manuals for Saskatchewan Hospitals **Users:** Urban Hospitals Branch Staff **Type of Individuals:** Hospital administrators and board chairpersons, physiotherapists under contract to Saskatchewan Health, Community Clinic administrators, hospital laundry facility executive directors, community health and social centre secretary treasurers, Saskatchewan Health Care Association Executive Directors, Health Facilities, and other individuals who have specifically requested to be on the mailing list

Small Hospital Program - Client Files

Location: Urban Hospitals Branch **Information Maintained:** Name, hospital, diagnosis and medical information **Uses:** Assessment and review of placement **Users:** Small Hospital Committee **Type of Individuals:** Multiple handicapped clients who qualify for placement under the Small Hospital Program

Rural Health Facilities Branch

The Rural Health Facilities Branch is divided into three sectors: Community Health Facilities, Ambulance Services and Benefits and Systems. This Branch has responsibility for all operational and financial matters in community hospitals, integrated facilities, community health and social centres, the insured private practice physical therapy services and payment for services provided to Saskatchewan residents by out-of-province hospitals. The Branch also regulates the road ambulance system, administers road ambulance grants, the Senior Citizen's Ambulance Assistance Program and the Air Ambulance Program.

Records for the Community Hospital Funding Advisory Committee, Ambulance Advisory Committee, Emergency Medical Technician-Advanced Medical Advisory Committee, Finance Sub-Committee of the Ambulance Advisory Committee, Emergency Medical Technicians Licensing Appeal Board, and the Standards and Education Advisory Committee are retained by the Branch.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on program and policy development, advice on federal-provincial and inter-provincial health issues, insured service delivery, available benefits, claims processing, distribution of operating funds to hospitals and related facilities, information on programs in hospitals and health care facilities.

Ambulance Services
Benefits
Bylaws
Community Health and Social Centres
Emergency Plans
Hospital Equipment Approval Requests
Hospitals
Integrated Facilities
Management Information System Guidelines
Payee Files - Health Facilities
Private Practice Physical Therapy Services
Provincial and National Health Care Agencies
Provincial Government Agencies
Provincial Health Care Programs
Regional Services - Hospitals
Statistics

All documents filed under the following Acts:

The Hospital Standards Act

The Saskatchewan Hospitalization Act
The Union Hospital Act
The Ambulance Act and Regulations

PERSONAL INFORMATION

Ambulance Patient Care Reports/Supplementary Patient Care Reports

Location: Rural Health Facilities Branch **Information Maintained:** Name, age, gender, health services number, residence code, date of birth, ambulance operator identifier, kilometers travelled, charges, type of emergency, treatment given **Uses:** Maintain work log, research and planning of Emergency Medical Services, payment of claims and budget planning **Users:** Rural Health Facilities staff, doctors, ambulance service operators **Type of Individuals:** Patients assessed and/or treated by ambulance attendants and Emergency Medical Technicians

Ambulance Services - Budgets and Grants

Location: Rural Health Facilities Branch **Information Maintained:** Name, address, financial data and funding formula, budget requests, approval, operating statistics, year-end expenditure statements **Uses:** Ensures adequate distribution and use of provincial funding **Users:** Ambulance Services Consultants and finance sub committee **Type of Individuals:** District Ambulance Services Boards and operators

Ambulance Attendant Licensing/Registration Registry

Location: Rural Health Facilities Branch **Information Maintained:** Name, gender, driver's licence number and class code, physician certificate, Saskatchewan Ambulance Services attendant number, date registered, pertinent academic qualifications and renewal date **Uses:** Research and planning related to the development of ambulance services; ensure academic qualifications are in compliance with legislation **Users:** Rural Health Facilities Branch officials, ambulance service operators **Type of Individuals:** All ambulance attendants and all licensed Emergency Medical Technicians in Saskatchewan

Ambulance Services - Operator Licensing

Location: Rural Health Facilities Branch **Information Maintained:** Operator applications, investigation documents or inspection documents/forms, evidence, statements, exhibits, vehicle safety forms, equipment inspection lists, insurance verification, correspondence **Uses:** Document inquiries and complaints; recommendations for legal purposes; licensing; status of operators **Users:** Rural Health Facilities Branch officials **Type of Individuals:** Licensed operators and staff

Ambulance Services - Listing of District Boards

Location: Rural Health Facilities Branch **Information Maintained:** Name, address, secretary-treasurer and chairpersons of the boards, participating municipalities, contracts, financial statements, correspondence **Uses:** To establish boards **Users:** Rural Health Facility Branch and Ambulance Services staff **Type of Individuals:** The Secretary-Treasurer and Chairperson of the Ambulance District Boards

Air Ambulance Transfer Files/Nursing Records

Location: Rural Health Facilities Branch **Information Maintained:** Name, age, gender, date of transfer, medical condition, referring and receiving hospitals, physician's treatment, medical assessment prior to and during transfer **Uses:** Provide physicians with data on patients and their treatment prior to arrival at receiving hospital; compile statistics **Users:** Ambulance Services officials, attending physician, Saskatchewan Property Management Corporation officials **Type of Individuals:** Patients using the air ambulance

Insured Private Practice Physiotherapy Clinics

Location: Rural Health Facilities Branch **Information Maintained:** Names and addresses of the insured private practice physiotherapy clinics and the staff, claim forms and correspondence **Uses:** Compile statistics, funding and to distribute information to physiotherapists under contract **Users:** Rural Health Facilities Branch staff. **Type of Individuals:** Physiotherapists under contract with the province to provide physical therapy services to

Saskatchewan residents

In-Canada Hospital Inpatient File

Location: Rural Health Facilities Branch **Information Maintained:** For each admission to a major Saskatchewan hospital - patient's health services number, birth date and gender, postal code, and residence code, hospital number, admitting physician code, dates of admission and discharge, type of discharge, diagnoses (up to 3) procedures and surgeon code (up to 3) **Uses:** Compile statistics; hospital funding, health related research **Users:** Hospital Information Analysts, claims processing staff, authorized researchers **Type of Individuals:** Saskatchewan residents admitted to any Canadian hospital and residents of other provinces admitted to Saskatchewan hospitals

Hospital Medical Records Institute Medical Record Abstract Data File #1 and File #2

Location: Rural Health Facilities Branch **Information Maintained:** For each admission to a major Saskatchewan hospital - patient's health services number, birth date, gender and residence code, hospital number, dates of admission and discharge, type of discharge, diagnoses (up to 16), procedures (up to 10) **Uses:** Compile statistics, hospital funding, health research **Users:** Hospital Information Analysts, authorized health researchers **Type of Individuals:** Those admitted to the large community, regional and base hospitals in Saskatchewan

Reciprocal Outpatient Data

Location: Rural Health Facilities Branch **Information Maintained:** Patient's health services number, residence code, date of birth and gender, hospital identifier, date of service, type of service code, amount paid **Uses:** Payment of claims for hospital outpatient services, budget planning **Users:** Claims processing staff **Type of Individuals:** Saskatchewan residents receiving outpatient services from hospitals, in other provinces and residents of other provinces receiving outpatient services in Saskatchewan hospitals

In-Province Day Surgery Data

Location: Rural Health Facilities Branch **Information Maintained:** Patient's health services number, residence code, date of birth and gender, hospital identifier, procedure code and surgeon identifier **Uses:** Hospital funding and research **Users:** Hospital Information Analysts and authorized researchers **Type of Individuals:** Saskatchewan residents receiving day surgery services from Saskatchewan hospitals

Surgical Waiting List Data

Location: Rural Health Facilities Branch **Information Maintained:** Patient health services number, name, date of birth and gender, hospital and surgeon identifiers, procedure and service codes, booking date and scheduled surgery date **Uses:** Monitoring waiting lists and waiting times for elective surgery **Users:** Hospital Information and Hospital Program Analysts **Type of Individuals:** Those who have appeared on a waiting list for surgical procedures in Saskatoon and Regina hospitals

Out-of-Canada Hospital Claims

Location: Rural Health Facilities Branch **Information Maintained:** Patient's health services number, residence code, date of birth and gender, hospital identifier, dates of admission and discharge, diagnosis and procedure codes, amount paid **Uses:** Payment of claims, budget planning **Users:** Claims processing staff **Type of Individuals:** Saskatchewan residents receiving services from hospitals in other countries

Physiotherapy Claims

Location: Rural Health Facilities Branch **Information Maintained:** Patient hospital services number, residence code, date of birth and gender, clinic identifier, number of visits and dollar amount of claim **Uses:** Payment of claims, monitoring usage and budget planning **Users:** Claims processing staff **Type of Individuals:** Saskatchewan residents receiving services from one of the physiotherapy clinics under contract to the provincial government

Senior Citizens Ambulance Assistance Program Claims

Location: Rural Health Facilities Branch Information Maintained: Patient hospital services number, residence code, date of birth and sex, ambulance operator identifier, kilometers travelled, other charges and dollar amount of claim **Uses:** Payment of claims and budget planning **Users:** Claims processing staff **Type of Individuals:** Saskatchewan residents who have qualified for assistance under the Senior Citizens Ambulance Assistance Program and who have had a claim submitted on their behalf

Long Stay File

Location: Rural Health Facilities Branch **Information Maintained:** Patient health services number, name, address, date of birth and gender, admission and discharge dates, level of care and discharge type, physician, hospital and diagnoses codes, date standard resident charges commenced **Uses:** Enforcing regulations concerning chronic care patients in acute care beds **Users:** Hospital Program Analysts and Hospital Benefits staff **Type of Individuals:** Patients in Saskatchewan hospitals whose stay exceeds 30 days

Third Party Liability File

Location: Rural Health Facilities Branch **Information Maintained:** Patient name and health services number, date of accident, claim amount, amount recovered, law firm, insurer **Uses:** To recover hospital and physiotherapy costs incurred through third party negligence **Users:** Benefits section staff operating the Third Party Liability Recovery Program **Type of Individuals:** Saskatchewan Residents who have been identified as having incurred hospital or physiotherapy costs as a result of the negligence of another party

Continuing Care Branch

The Continuing Care Branch is responsible for developing and maintaining long term care services ranging from institutional care to community-based support services provided in the home. The Branch administers the Special-care Homes, Home Care and Personal Care Homes Programs. Responsibilities of the Branch include funding, licensing, monitoring policies and standards and providing leadership in managing long term care.

The Special-care Homes Program is responsible for ensuring that appropriate long-term institutional care programs are available to people who require more care and supervision than is available in their own homes.

The Home Care Program is responsible for providing acute, palliative and supportive care services to any individual requiring assistance to remain living independently at home. Services include nursing, homemaking, meals and minor home maintenance.

The Personal Care Homes Program is responsible for the licensing and monitoring of all privately owned and operated care homes in the province. Services are provided through local home care districts, long term care facilities and personal care homes.

Records for the Home Care Policy Review Advisory Committee, Levels of Care Appeal Committee, Joint Continuing Care Branch/Saskatchewan Home Care Association Funding Review Advisory Committee, Home Care Nursing Review Committee, Home Care/Management Information System Committee, Management Information System Committee, and the Common Software Users Group are maintained by the Branch.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on inquiries and correspondence regarding branch programs; internal/external committees; other government departments, third party agencies and associations; other jurisdictions; policy, financial information and statistical reports.

All documents filed under the following Acts:

Home Care Act, 1986
Housing and Special-Care Home Act, 1978 and Regulations
Personal Care Homes Act, 1991

Adult Day Care Program/Behavioral Management
Assessment/Care Coordination/Volunteer Services
Board Indemnities
Camp Easter Seal
Canadian Council of Hospital Accreditation
Centralized Laundry Services
Co-ordinated Assessment Unit
College of Physicians & Surgeons
Department of Veterans' Affairs
District Coordinating Committees
Emergency Response Systems
Federal/Provincial/Territorial Subcommittee on Long Term Care
Home Care Client Fees
National Advisory Council on Aging
Palliative Care
Pastoral Care
Personal Care Homes - licensing, fire inspection reports, zoning
Regina Council on Aging
Regina Assessment & Placement Service
Rehabilitation Outreach Services
Saskatchewan Home Care Management Association
Saskatchewan Association of Special Care Homes
Saskatchewan Health Care Association
Saskatchewan Home Care Association
Saskatchewan Registered Nurses Association
Saskatchewan Psychiatric Nurses Association
Saskatchewan Union of Nurses
Special Care Homes - licensing, pharmacy services, ambulance services, medications, occupational therapy, chiropody services,resident charges, oxygen therapy, laboratory services
Victorian Order of Nurses

PERSONAL INFORMATION

Special-care Home Admissions: Long Term Care, Temporary Care, Adult Day Care

Location: Continuing Care Branch **Information Maintained:** Facility, Location, Facility Number, Name, Date of Admission, Health Services Number, Province if Out-of-Province, Old Age Security Number, Social Insurance Number, Date of Birth, Gender, Marital Status, Current Level of Care, Place of Residence Prior to Admission, Type of Residence Prior to Admission, Living Arrangements Prior to Admission, Services Received Prior to Admission, Factors Contributing to Admission **Uses:** Administration of program, monitoring use of program and future planning. **Users:** Continuing Care staff **Type of Individuals:** Residents admitted to special-care homes

Special-care Home Discharges: Long Term Care, Temporary care, Adult Day Care

Location: Continuing Care Branch **Information Maintained:** Facility, location, Facility Number, Name, Health Services Number, Out-of-Province, Date of Discharge, Reason for Discharge, Alternative Arrangements **Uses:** Administration of program, monitoring use of program and future planning **Users:** Continuing Care staff **Type of Individuals:** Residents discharged from special-care homes

Long-Term Care Level of Care Change

Location: Continuing Care Branch **Information Maintained:** Facility, Location, Facility Number, Name, Date of Change, Health Services Number, New Level of Care **Uses:** Administration of program, monitoring use of program and future planning **Users:** Continuing Care staff **Type of Individuals:** Residents in special-care homes

Adult Day Care Monthly Attendance Report

Location: Continuing Care Branch **Information Maintained:** Facility, Location, Facility Number, Client Name, Health Services Number, Number of Days Attended **Uses:** Administration of program, monitoring use of program and future planning. **Users:** Continuing Care staff **Type of Individuals:** Clients attending Adult Day Care Programs

Resident Lists

Location: Continuing Care Branch **Information Maintained:** Facility Number, Facility, Health Services Number, Old Age Security Number, Social Insurance Number, Birth Date, Gender, Marital Status, Admission Date, Level of Care, Change Date, Discharge Date, Total Number of Residents in Program, Total Number of Residents at Period End **Uses:** For verification purposes **Users:** Continuing Care and Special-care Home Administrators **Type of Individuals:** Residents in special-care homes in a given month

Home Care Admission

Location: Continuing Care Branch **Information Maintained:** District Name, Health Services Number, Client Name, Out of Province Health Number & Province, File Reference Code, Date of Birth, Gender, Type of Admission, Hospital Discharge Information, Marital Status, Living Arrangements, Type of Residence, Place of Residence, Type of Care, Support Rating, Level of Care, Income Category, Number living on income, Subsidy Requested, Income Plans, Total Monthly Income, Adjusted Monthly Income, Admission Date **Uses:** Monitoring use of the program and future planning **Users:** Continuing Care staff **Type of Individuals:** Clients admitted to the Home Care Program

Home Care Turn Around Document

Location: Continuing Care Branch **Information Maintained:** District Name, Health Services Number, Client Name, Out of Province Health Number & Province, File Reference Code, Date of Birth, Gender, Type of Admission, Hospital Discharge Information, Marital Status, Living Arrangements, Type of Residence, Place of Residence, Type of Care, Support Rating, Level of Care, Income Category, Number living on income, Subsidy Requested, Income Plans, Total Monthly Income, Adjusted Monthly Income, Admission Date **Uses:** Monitoring use of the program and future planning **Users:** Continuing Care staff **Type of Individuals:** Clients admitted to the Home Care Program

Home Care Discharge

Location: Continuing Care Branch **Information Maintained:** District, Client Name, Health Services Number, File Reference Code, Out of Province Health Number, Discharge Date, Reason for Discharge, Alternative Arrangements **Uses:** For administration purposes, monitoring use of the program and future planning **Users:** Continuing Care staff **Type of Individuals:** Clients discharged from the Home Care Program

Home Care Service Summary

Location: Continuing Care Branch **Information Maintained:** Home Care District No. & Name, Service Month, Health Services Number, Units of Service By Service Type, Total Service Charge, Supply Charge **Uses:** Monitoring use of the program and future planning **Users:** Continuing Care staff **Type of Individuals:** Clients receiving services during the month

Special-care Home/Home Care Incidents Reports

Location: Continuing Care Branch **Information Maintained:** Program's clients, client's relatives, physicians' issues, addresses, age, medical concerns **Uses:** Used for monitoring and evaluating the effectiveness of the Programs and for reviewing specific complaints and concerns **Users:** Continuing Care staff **Type of Individuals:** Clients, relatives and physicians and other interested government officials

Personal Care Home Licensee/Operator

Location: Continuing Care Branch **Information Maintained:** Licensee and/or Operator Name, Address & Telephone Number (personal and business if different); Facility Information; Total Number of other people residing in the home; Languages Spoken other than English; If presently approved under Mental Health or Residential Services Act; Criminal Record Check; Reference Check; Formal Education; Additional Training; Main Responsibilities in Home; Job Experience **Uses:** To ensure licensing criteria are met **Users:** Continuing Care staff **Type of Individuals:** Licensee/operators of personal care homes

Personal Care Home Residents

Location: Continuing Care Branch **Information Maintained:** Licensee Name and Care Home Address, Facility Number, Client Name, Date of Birth, Gender, Address, Admission Date, Type of Admission, Type of Residence Prior to Admission, Income Source, Assessment Summary, Marital Status, Living Arrangements Prior to Admission, Place of Residence Prior to Admission, Specialized Care Provided by, Discharge Date, Reason for Discharge, Discharged to, Health Services Number and if out of province **Uses:** To ensure resident placement is appropriate **Users:** Continuing Care staff **Type of Individuals:** Residents in personal care homes

Personal Care Home Incidents Reports

Location: Continuing Care Branch **Information Maintained:** Licensee Name and Care Home Address; Facility Number; Resident Name; Complainant's Name; Resident's Medical and Physical/Mental Condition; Incident/Issue; Follow-up by Consultants **Uses:** To ensure resident care and safety **Users:** Continuing Care Staff **Type of Individuals:** Licensees, Residents and Complainants

Planning and Construction Branch

The Planning and Construction Branch provides assistance to communities and government departments and agencies in planning and management of health services needs studies, feasibility and functional program studies and development of design, contract documents and construction for approved capital construction projects. The Branch also administers the planning and construction provisions of various Acts associated with health-care facilities including provincial funding and payment authorization.

GENERAL CLASSES OR TYPES OF RECORDS

Architectural, structural, mechanical and electrical plans
Electronic database facility profiles
Functional programs
Project administration
Studies

PERSONAL INFORMATION

None

Information Systems Branch

Information Systems Branch manages the effective planning and coordinating of decentralized information technology systems within the Department.

GENERAL CLASSES OR TYPES OF RECORDS

Acquisition Procedures
Cross Agency Study Committee
Electronic Mail
Forms Management Committee
Health Card Implementation Team
Health Expenditure Statement
Health Insurance Registration Files
Immunization Project
Informatics System Policy Committee
Information Systems Steering Committee
Local Area Network
Network - Correspondence and Inventory
Request for Bids
Strategic Planning
Support Centre
Training

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information & Privacy
Administrative Co-ordinator
Health
3475 Albert Street
Regina, Saskatchewan S4S 6X6

Telephone: (306) 787-0233

HIGHWAY TRAFFIC BOARD

ADDRESS

1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5

ORGANIZATION

The Highway Traffic Board is established under *The Highway Traffic Act*. It is comprised of the Chair, who is a full time public servant, and members from the community at large, who may or may not be public servants.

The Board has established two committees to do most of the work of the Board. The Motor Carrier Committee (comprised of most Board Members) meets regularly to review applications for operating authority certificates under *The Motor Carrier Act* or business licences under *The Motor Vehicle Transport Act, 1987*. The Committee also fixes rates and conditions of carriage for holders of these certificates or licences.

The Traffic Safety Committee (comprised of most Board Members) hears appeals from drivers from decisions made by SGI under *The Vehicle Administration Act*. The Board also reviews and judges applications for restricted driver's licences.

GENERAL CLASSES OR TYPES OF RECORDS

Note: Ongoing support for the Highway Traffic Board is provided by employees in the Regulation and Safety Branch of The Department of Highways and Transportation.

Highway Traffic Board (policy and operation)
Insurance policies filed pursuant to *The Motor Vehicle Transport Act* or *The Motor Carrier Act*
Motor carrier operating authority
Public hearing files for applications for operating authority certificates

PERSONAL INFORMATION

Appeals of Saskatchewan Government Insurance (SGI) Decisions

Location: Regulation and Safety Branch **Information Maintained:** Letters requesting appeals; background information supplied by SGI (could include driving records, medical information); Board decision sheets **Uses:** Background information for Board decisions **Users:** Highway Traffic Board members; staff of Regulation and Safety Branch **Types of Individuals:** Persons who are appealing SGI decisions

Restricted Driver Licence Applications

Location: Regulation and Safety Branch **Information Maintained:** Actual application; letters of reference; police reports; copy of driving records; Board decision sheets **Uses:** Background information for Board decisions **Users:** Highway Traffic Board members; staff of Regulation and Safety Branch **Type of Individuals:** Persons who are applying for a restricted driver's licence

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Highways and Transportation
12th Floor, 1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5

Telephone: (306) 787-4899

HIGHWAYS AND TRANSPORTATION

ADDRESS

1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5

MANDATE

Highways and Transportation is responsible for all matters relating to highways and transportation including formulation of policies and programs to develop improved transportation systems throughout the province, constructing, improving and maintaining public highways, bridges and provincial airports; initiating research and investigating matters related to transportation services and facilities; and administering airport assistance programs. It is also responsible for developing and administering regulations with respect to vehicle weights and dimensions and signing on, or adjacent to, provincial highways; developing taxation policy and fee levels for drivers and vehicles; and enforcement of safety, economic and weight dimension rules for the road transportation industry by investigation, carrier audits, weigh scale operation and highway patrol. Responsibilities include developing standards for constructing, improving and maintaining public highways and provincial airports and compiling traffic accident statistics occurring on public highways in Saskatchewan.

ORGANIZATION

The department's head office is located in Regina. Program delivery is carried out through two divisions. In addition to the head office, there are six district officers, several area maintenance offices and numerous weigh scale and patrol detachments located throughout the province.

DEPUTY MINISTER

The Deputy Minister is responsible for the overall administration, supervision and coordination of the department's activities. Communications Branch also reports to the Deputy Minister and is responsible for external and internal communication of programs, policies and accomplishments consistent with the department's mission.

Human Resource Branch, Financial Services Branch and Information Systems Branch also report to the Deputy Minister and are responsible for staffing; personnel management and training; payment processing; management and administrative systems; financial management; planning and budgeting.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on department management, strategic planning, computer systems and the provision of information to the general public.

Public Information (media, maps, public meetings, advertising and an inventory of available publications)
Slides/negatives and exhibits/displays (various department related subjects)
Strategy development and policy planning
Studies on management and organization, social, economic and technological developments

PERSONAL INFORMATION

None

INFRASTRUCTURE DIVISION

The Infrastructure Division carries out the design, construction, materials, and maintenance services for the provincial highway system. The division operates through six district offices in Swift Current, Regina, Yorkton, Saskatoon, Prince Albert and North Battleford. Each district includes several area maintenance offices. The division contains two head office branches and an administration secretariat. Specific division activities include technical services; bridge design; road construction and maintenance; grading; surfacing; and bridge and winter road construction; equipment fleet management; highway right of way property acquisition and property management services for the department.

The division is also responsible for providing engineering expertise for the development and maintenance of the provincial transportation system.

As well, the division is responsible to strengthen infrastructure related planning, programming and budgeting functions and coordinate technical research efforts throughout the division.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on design, construction, materials, procurement, maintenance and bridge structures, use of the provincial highway system. Information related to research, planning and contract specifications. Information related to provincial highway and acquisition, public highway land registration and management of ownership of public highway land. Information on contracts and equipment fleet.

Aerial photography
Bridge Files (including design, construction and maintenance)
Bridge plans
Capital program planning (annual and five year construction programs for highways and airports)
Control section information
Control section map and correspondence files
Construction contracts and agreements
Construction policy and practice
Construction tenders, plans, schedules and reports
Cooperative research including Strategic Highway Research Program, Canadian Strategic Highway Research Program (C-SHRP) and miscellaneous
Correspondence with outside organizations Related to highway engineering functions (including Transportation Association of Canada, Western Association of Canadian Highway Officials, Roadbuilders Association and Coordinating Committee on Traffic Safety)
Damage claims/complaints
Drainage and related structures
Drainage claims/complaints
Environmental and heritage project approvals
Equipment fleet - general
Equipment - fleet (power, sundry and shop); management system; rental rates; specifications, requisitions, tenders and sales
Functional design studies
Geometric design standards
Gravel resource information
Highway hotline
Highway inventory system
Highway sign inventory
Highway system classification
Legal survey plans of public highways and provincial highway public improvements
Lighting inventory/installation
Maintenance of highways: policies, practices and cost analysis and management reviews
Maintenance programs
Materials procurement
Materials and geotechnical research
Materials specifications
Materials testing
Mobile radio telephones
Pavement - inventory (construction log); management information; marking; quality control; rehabilitation program
Preventive maintenance program
Provincial highway planning
Provincial highway and public highway land management and land ownership records of consents, permits, leases, easements, caveats, encroachments, road closures, road abandonments, utility line crossings, registrations, disposals, duplicate certificates of title, survey record books and manual electronic index systems of survey plans and roadway files
Provincial highway land records of purchase, dedication, damage settlement, appraisal, negotiation, claims, payment, expropriation and arbitration
Private signing
Project authorizations
Roadside management and permits (including access control, subdivision, signing and setback distances)
Sign support plans
Site investigations
Statistics; construction and maintenance costs and quantities
Subdivision reviews
Surface condition testing
Test track research
Transportation research
Wood box culverts

PERSONAL INFORMATION

None

POLICY-PROGRAMS DIVISION

The Policy-Programs Division is responsible for developing a strategic policy mandate dealing with matters of transportation (freight and passenger service) and economic development in the province. The division coordinates efforts to deal with intermodal and multimodal issues; assesses the environmental impact of transportation policy; provides motor vehicle safety and transportation services; provides support functions for the Highway Traffic Board; conducts road enforcement activities; develops and implements transportation regulation initiatives, aviation and northern transportation policies; and operates permit offices within the department.

The division is organized into six head office branches plus an administration secretariat.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information related to the development of policy for the transportation system. Subjects covered include air, marine, rail, road and pipeline information for both passengers and freight. Also contain information related to motor vehicle safety, transportation services, enforcement, safety and transportation regulation initiatives.

Air transportation policies and programs
Branch line abandonment
Bulk commodity transportation
Bulk transportation programs
Bus transportation policies
Community airport assistance
Correspondence with outside organizations relating to division functions
Environmental and heritage project approvals
Highway Traffic Board (policy and operation)
Intermodal terminals
Marine transportation
Motor carrier operating authority
Municipal traffic bylaws
National safety code
National transportation policies
Operating authority certificates
Permits
Physical distribution and transportation/logistics
Pipeline transportation
Policy, legal opinions, development and implementation of legislation and regulations
Provincial airports (operation and maintenance)
Public hearing files for applications for operating authority
Rail line abandonment
Rail passenger service (Via Rail)
Rail transportation policies
Railway engineering and operating policies and programs; and standards
Survey, research and studies
Traffic accident information system
Transportation assistance (RTAP, rural bus subsidy and northern feeder service)
Transportation systems designs and studies
Transportation technology development
Vehicle registration and temporary operating authority
Vehicle standards, specifications, inspections and investigations
Weight and dimension: permits, policies and regulations

PERSONAL INFORMATION

Completed Certificates of Seat Belt Exemptions

Location: Regulation and Safety Branch **Information Maintained:** Completed certificates of seat belt exemption **Uses:** Statistics, confirmation of exempt status for holders and/or police **Users:** Holders and peace officers **Types of Individuals:** Persons who have received a certificate of seat belt exemption from their doctor, and who have sent a copy to the department

Motor Carrier Offence List

Location: Regulation and Safety Branch **Information Maintained:** Records of convictions Uses: Statistics, confirmation of conviction records of commercial carriers in Saskatchewan; review by Highway Traffic Board of applicants for operating authority certificates/safety ratings **Users:** Highway Traffic Board; Policy-Programs Division staff **Type of Individuals:** Persons (including corporations) who have received convictions for rules of the road and/or transport law offences

Traffic Accident Information System (TAIS)

Location: Regulation and Safety Branch **Information Maintained:** Data base of accidents that have taken place in Saskatchewan that are not on private property and exceed $500.00 damage **Uses:** Accident analysis **Users:** Saskatchewan Highways and Transportation staff, rural municipalities, cities, towns, various provincial and federal government departments, crown corporations and agencies **Types of Individuals:** Individuals involved in traffic accidents with damage exceeding $500.00

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Highways and Transportation
12th Floor, 1855 Victoria Avenue
Regina, Saskatchewan S4P 3V5

Telephone: (306) 787-4899

HORSE RACING COMMISSION

ADDRESS

1015 - 8th Street East
Saskatoon, Saskatchewan S7H 0S2

MANDATE

The Commission is vested by law with full authority to prescribe the rules, regulations, and conditions under which horse racing with parimutuel wagering may be conducted in Saskatchewan. The commission also has the power to govern, direct, control and regulate horse racing in Saskatchewan.

ORGANIZATION

The Commission is comprised of four individuals who have been appointed. The Board of Commissioners report to the Associate Minister of Finance.

GENERAL CLASSES OR TYPES OF RECORDS

Handles
Licensee files
Teletheatre Licenses

PERSONAL INFORMATION

Teletheatre Licenses

Location: Head Office **Information Maintained:** Name of business, address, agreements between organizations, approval from Agriculture Canada, Fire and Safety Inspection, floor plan and a copy of title of property, copy of Saskatchewan Liquor Board license, application from the manager of property for teletheatre **Uses:** To ensure the safe and legal operations of a teletheatre **Users:** Executive Directory and Secretary **Type of Individuals:** Teletheatres and staff

Licensee Files

Location: Head Office **Information Maintained:** Name, address, category of licenses, social insurance number or hospitalization number, partnerships and/or stable name registration, rulings against licenses and fines, awards, next of kin, correspondence to and from licensee, employment information (if applicable), citizenship (if applicable) **Uses:** To protect the integrity of horse racing and for the information of other regulatory bodies **Users:** Commission staff **Type of Individuals:** Any individual involved with the sport of horse racing

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Horse Racing Commission
1015 - 8th Street East
Saskatoon, Saskatchewan S7H 0S2

Telephone: (306) 933-5999

INDIAN AND METIS AFFAIRS SECRETARIAT

ADDRESS

3rd Floor, 1870 Albert Street
Regina, Saskatchewan S4P 3V7

MANDATE

The Indian and Metis Affairs Secretariat is responsible for matters related to Indian and Metis Affairs. The Secretariat acts as a contact for Indian and Metis people with the Government of Saskatchewan, assists in the establishment of social and economic development programs and policies for Indian and Metis people and makes recommendations with respect to matters affecting Indian and Metis people.

ORGANIZATION

The Secretariat is organized into two branches, an Indian Affairs Branch and a Metis Affairs Branch. The Secretariat also houses two units with a dedicated focus, the Employment and Community Development and Public Authorities unit, and the Planning and Management Support unit.

MAJOR ACTIVITY AREAS

The Secretariat is dedicated to the following activity areas.

Policy Development, Coordination and Review - Strategically manage aboriginal issues across government and formulate policy responses.

Treaty Land Entitlement and Specific Claims Settlements - Negotiate a comprehensive Framework agreement and negotiate individual band entitlement selections and specific claims.

Indian Economic and Metis Business Development Programs - Administer the Indian Economic and Metis Business development Programs and create jobs.

Indian and Metis Co-Management and Bilateral Agreements Employment and Career Training - Expand the mandate of the Native Career Development Program to include such areas as an employment fairness strategy, and labour/management relations.

Develop an Indian and Metis inventory which would assist employers and government departments in hiring Indian and Metis candidates.

Indian and Metis Programs and Services - Monitor demographic, social and economic indicators as a basis for cost-effective program planning and development to meet the needs of Aboriginal peoples.

Monitor federal and provincial expenditures to ensure Saskatchewan does not detract from federal responsibility for Aboriginal programs and services.

Indian and Metis Women's Organizations - Provide support funding to the Saskatchewan Treaty Indian Women's Council and the Aboriginal Women's Council of Saskatchewan to address such areas as family violence and community healing.

GENERAL CLASSES OR TYPES OF RECORDS

Aboriginal self-government issues
Aboriginal land and resources issues
Correspondence with bands, aboriginal organizations, Saskatchewan departments and other governments
Indian Economic Development Program
Metis Business Development Program
Metis Career Development Program
Socio-economic issues
Treaty land entitlement

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Indian and Metis Affairs Secretariat
3rd Floor, 1870 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6252

JUSTICE

ADDRESS

1874 Scarth Street
Regina, Saskatchewan S4P 3V7

MANDATE

The Department of Justice is responsible for providing justice services in the province. These include: policing services, the prosecution of offenses, the operation of the Provincial Court, the administration of the Court of Queen's Bench and the Court of Appeal and the operation of the provincial correctional system. The department is also responsible for the provincial land titles and personal property registration systems, the coroners system and the administration of estates for the mentally incompetent and minors. The department also provides legal services to the Government of Saskatchewan.

The Minister of Justice is also ex officio the Attorney General of the Province. The following boards are independent, adjudicative tribunals which the Attorney General is responsible for: Farm Land Security/Saskatchewan Farm Ownership Board, Public and Private Rights, Surface Rights Arbitration, Provincial Mediation/Rentalsman, Crimes Compensation, Film Classification, Film Classification Appeal and Agricultural Implements. The Attorney General is also responsible for the following commissions: Rent Appeal, Saskatchewan Securities, Saskatchewan Police and Saskatchewan Human Rights.

ORGANIZATION

Justice is organized into six divisions that report to the Deputy Attorney General: Finance and Administration, Solicitor General, Civil Law, Public Law and Policy, Registry Services and Public Prosecutions. There are also 13 boards and commissions that report directly to the Attorney General (as listed above).

DEPUTY MINISTER'S OFFICE

The Deputy Minister is the chief executive officer of the Department of Justice as well as Deputy Attorney General. The Branch is responsible for the overall administration and co-ordination of Justice policies and programs.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on department policies and programs and administration of the Boards and Commissions. See Divisions for specific records.

Advisory Board of Review Files

PERSONAL INFORMATION

None

REGISTRY SERVICES

The Registry Services Division provides services to the public and government offices for the registration of interests in land, personal property, interests of minors and the mentally incompetent, civil and criminal legal actions and corporations, partnerships, co-operatives, non-profit corporations and credit unions. The Division also provides support services for the Superior and Provincial Courts and enforcement services for legal judgments and maintenance orders. The division comprises Court Services, Property Registration, Public Trustee and Corporations Branches.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on the administration of Court Services, Property Registration, Public Trustee and Corporations. See branches for specific records.

PERSONAL INFORMATION

None

Court Services

Court Services provides the administrative guidance and management support to the three levels of court in the Province, the Court of Appeal, the Court of Queen's Bench and Provincial Court. In addition, Court Services is responsible for the administration of *The Marriage Act, The Commissioner for Oaths Act, The Notaries Publics Act, The Enforcement of Maintenance Orders Act* as well as *The Justice of the Peace Act.*

The principal responsibilities of the branch include financial management, budget preparation, revenue and expenditure forecasting related to the operation of the courts. The central office provides services related to the Acts previously listed.

GENERAL CLASSES OR TYPES OF RECORDS

All documents filed under the following Acts:

The Notaries Public Act
The Commissioners for Oaths Act
The Marriage Act
The Enforcement of Maintenance Orders Act

General Correspondence Files with Judges
Justice of the Peace Appointment Files and Returns
Policies/Procedures Files

PERSONAL INFORMATION

Commissioner for Oaths Appointments

Location: Court Services **Information Maintained:** Name and address, birth date, phone number, details of appointment **Uses:** Information necessary to appoint individuals as commissioner for Oaths **Users:** Court Services and general public **Type of Individuals:** Persons having received appointments as Commissioner for Oaths

Notary Public Appointments

Location: Court Services **Information Maintained:** Name and address, birth date, phone number, details of appointment **Uses:** Information necessary to appoint individuals as Notary Public **Users:** Court Services and general public **Type of Individuals:** Persons having received appointment as a Notary Public

Marriage Act Registrations

Location: Court Services **Information Maintained:** Name and address of appointed marriage commissioners, name listing of all clergy registered to perform marriages in the provinces, original marriage licenses of all marriages performed in Saskatchewan **Uses:** Information necessary to appoint clergy and civil marriage commissioners. Names and addresses of individuals married in Saskatchewan for archival purposes. **Users:** Court Services staff and general public **Type of Individuals:** Clergy, civil marriage commissioners, married people

Clients of Automatic Enforcement of Maintenance Orders

Location: Court Services **Information Maintained:** Personal information relating to client court orders, maintenance agreements, affidavits of arrears of payments, general personal information **Uses:** Personal data necessary to enforce court maintenance and orders **Users:** Court Services Staff **Type of Individuals:** Clients with maintenance orders and written agreements requiring enforcement

Justice of the Peace Appointments

Location: Court Services **Information Maintained:** Name, address, birth date and personal information relating to all appointed justices of the peace in Saskatchewan **Uses:** Information necessary to appoint individuals as a Justice of the Peace **Users:** Court Services Staff, police (RCMP & municipal) **Type of Individuals:** Individuals appointed as Justice of the Peace

Registry/Sheriff Offices

There are 18 local registrar/sheriff offices located at the following centres: Assiniboia, Battleford, Estevan, Gravelbourg, Humboldt, Kerrobert, Melfort, Melville, Moose Jaw, Moosomin, Prince

Albert, Regina, Saskatoon, Shaunavon, Swift Current, Weyburn, Wynyard and Yorkton.

The Unified Family Court also maintains a registry office in Saskatoon. The court has jurisdiction over all applications and matters originating in Saskatoon under various family law statutes including *The Matrimonial Property Act, The Divorce Act* and others.

Each registry office contains documents relating to civil actions at the Queen's Bench Court and court files relating to criminal trials and appeals from Provincial Court. Each sheriff's office contains information relating to the enforcement of civil judgments, including various writs, investigations, seizures and court documents to be served.

GENERAL CLASSES OR TYPES OF RECORDS

Criminal matters including dispositions and indictments
Estate matters Surrogate Court
Matrimonial and family law matters including custody/access orders for children, divorces and matrimonial property division applications
Civil litigation including statements of claim and defence, counter claim, notices of motion, final judgments
Enforcement orders including garnishment documents, garage keepers liens, writs of execution, replevin and possession
Process/service documents including summonses, subpoenas, notices of motion

PERSONAL INFORMATION

Criminal matters

Location: Local registrar/sheriff offices **Information maintained:** Name of accused person, nature of offence, details relating to indictments, record of court appearances, final disposition including probation orders, warrants of committal **Uses:** Relating to the hearing of criminal charges against individuals at Queen's Bench **Users:** prosecutors, defence counsel, judges, court staff **Types of individuals:** individuals changed with criminal offences who proceed to or through Queen's Bench Court

Estate Matters

Location: Local registrar/sheriff offices **Information maintained:** Name and address of deceased and personal representative, material relating to testamentary matters and issuance of grants of probate and administration **Users:** Administration of estate matters **Users:** executors, lawyers, judges, court staff **Types of individuals:** deceased persons whose land or property is processed through Surrogate Court and administered

Matrimonial and Family Matters

Location: Local registrar/sheriff offices and Unified Family Court office, Saskatoon **Information maintained:** information relating to court orders, maintenance agreements, proceedings involving children and youths including final orders of custody and access, proceedings pursuant to *The Divorce Act* including final judgments of divorce **Uses:** Information respecting applications and matters before the court involving matrimonial or family law **Users:** lawyers, judges, court staff, parties to actions at Unified Family Court **Types of individuals:** persons proceeding through Queen's Bench Court or Unified Family Court on matters relating to matrimonial property, custody/access of children, maintenance and support payments and divorces

Civil Litigation Matters

Location: Local registrar/sheriff offices **Information maintained:** Names of parties to civil litigation, details of statements of claim, defence and counterclaim relating to particular civil disputes, information relating to final judgments of the Court of Queen's Bench **Uses:** Litigation of civil disputes through Queen's Bench **Users:** lawyers, litigants, judges, public, credit agencies **Types of individuals:** individuals and corporations who litigate disputes at the Court of Queen's Bench

Enforcement Orders

Location: Local sheriff offices **Information maintained:** Names of debtor, names of writ holders, nature of writs of execution, replevin or possession, information relating to debtor asset investigation and subsequent seizure or sale, information relating to garage keepers' liens **Uses:** information pertaining to the enforcement of Queen's Bench civil judgments **Users:** public, lawyers, litigants, court staff **Types of individuals:** individuals wishing to enforce Queen's Bench civil judgments

Process/service of documents

Location: Local sheriff offices **Information maintained:** Names and address of party to be served, name of serving party, nature of document (eg. summons, notice of motion), information relating to service or attempted service **Uses:** To serve court documents or process **Users:** litigants, court staff, public **Types of individuals:** parties seeking to serve documents pursuant to Queen's Bench process

Provincial Court Offices

The Provincial Court is a court of first appearance in criminal matters which adjudicates on provincial and municipal offences. The court exercises both civil and criminal jurisdiction through *The Small Claims Act, Criminal Code* and *the Young Offender's Act.* It should be noted that the *Young Offender's Act* contains provisions respecting disclosure.

There are 16 Provincial Court offices located at: Estevan, Kerrobert, La Ronge, Lloydminster, Meadow Lake, Melfort, Melville, Moose Jaw, North Battleford, Prince albert, Regina, Saskatoon, Swift Current, Weyburn, Wynyard and Yorkton.

In addition, there is a Traffic Safety Court in Regina and Saskatoon which handles traffic violations and provincial statutes matters, excluding parking offences.

GENERAL CLASSES OR TYPES OF RECORDS

Informations, summary offence tickets;
Release documents including undertakings to appear, recognizances
Final orders or disposition including probation orders and warrants of committal
Statements of claim, supporting information at Small Claims Court

PERSONAL INFORMATION

Criminal files

Location: All Provincial Court and Traffic Safety Court offices **Information maintained:** Names of accused, nature of charge in information or ticket, record of court appearance, final disposition and sentence imposed, details of probation orders **Uses:** Record for court proceedings where criminal charges are laid and proceeded with **Users:** prosecutors, defence counsel, court staff, judges and police **Type of Individuals:** Persons proceeding through criminal court

Small Claims Matters

Location: Local offices **Information maintained:** Name of plaintiff, name of defendant, nature of claim, nature of counterclaim, service documents, record of court appearances, final judgments/orders **Uses:** Court of record for civil suit where total claimed is under $5,000 and pursuant to *The Small Claims Act.* **Users:** litigants, court staff, judges **Types of individuals:** Persons who litigate civil disputes pursuant to provisions of *The Small Claims Act*

Property Registration Branch

Under the guidance of the Master of Titles, the Property Registration Branch provides and administers a system of registration for both real and personal property. This registration system protects the owner's interest, facilitates transactions dealing with such property, and provides a means of determining priority between competing claimants to property.

GENERAL CLASSES OR TYPES OF RECORDS

Assurance Fund Claims
Condominium Bond Files
Master of Titles Debenture Orders
Policies/Procedures Files
Statistics

PERSONAL INFORMATION

None

Land Titles Offices

There are eight land registration districts in the province, each with its own land titles office, registrar and staff. District offices are located in Battleford, Humboldt, Moose Jaw, Prince Albert, Regina, Saskatoon, Swift Current and Yorkton. The offices of the Chief Surveyor and Microfilm Editing, which are also part of the Land Titles System, are located in Regina.

The Chief Surveyor examines and approves for registration in the Land Titles Offices all plans of survey except roadway plans. The Chief Surveyor also deals with "metes and bounds" descriptions, amendments of plans, descriptions of registered records, the cancellation of plans of survey, and advises the Master of Titles in the preparation of all Master of Titles' orders under *The Land Titles Act, The Subdivision Act and The Land Surveys Act.*

GENERAL CLASSES OR TYPES OF RECORDS

Bankruptcy Information
Corporation amalgamations, name changes
Estate information
Maintenance orders and writs of execution
Ownership of land and interests in land
Powers of Attorney
Registered plans, including subdivisions, highways, railways, pipelines, etc.

PERSONAL INFORMATION

Bankruptcy Information

Location: Individual Land Titles Offices **Information Maintained:** Name of bankrupt, name and address of trustees **Uses:** To determine whether an individual has declared bankruptcy and whether person has the ability to deal with his land **Users:** Land Titles staff and public **Type of Individuals:** Bankrupts

Estate Information

Location: Individual Land Titles Offices **Information Maintained:** Name of deceased, name and address of personal representative **Uses:** Allows personal representative to deal with land owned by deceased **Users:** Land Titles staff **Type of Individuals:** Deceased persons whose land is to be dealt with by the estate

Maintenance Orders and Writs of Execution

Location: Individual Land Titles Offices **Information Maintained:** Name and address of creditor, name and address of debtor, amount of debt **Uses:** To determine whether an individual owes a debt which will affect the ability of that person to deal with his/her land **Users:** Land Titles staff and public **Type of Individuals:** Individuals who have a maintenance order or writ of execution issued against them

Powers of Attorney

Location: Individual Land Titles Offices **Information Maintained:** Name and address of person appointing attorney, name of attorney **Uses:** To allow another party to deal with a person's land **Users:** Land Titles staff and public **Type of Individuals:** Individuals who have appointed attorneys

Personal Property Registry

The Personal Property Registry provides a notice filing system where a secured party (seller, lending institution, garage keeper, execution creditor, and in some instances a buyer) may register a financing statement indicating an interest in the personal property of a debtor (buyer, person borrowing money, owner of a motor vehicle repaired by a garage, or execution debtor and, in some instances, a seller).

The Personal Property Registry also provides an enquiry system where a person intending to purchase personal property or to lend money on the security of personal property can request a search of available information registered against an individual, business, motor vehicle, mobile home, trailer or airplane.

GENERAL CLASSES OR TYPES OF RECORDS

Listing of those interests in personal property.

PERSONAL INFORMATION

Debtor Information

Location: Personal Property Registry **Information Maintained:** Name and address of debtor, name and address of creditor, nature of debt and security for debt **Uses:** To determine whether a person owes a debt or has given security over property **Users:** Public **Type of Individuals:** Persons who have a debt against them or have given security

Public Trustee

The major purpose of the Office of the Public Trustee is to administer the property of persons who are legally incompetent to handle their own estates, either by reason of mental disability, or being under the age of 18, where no one else has been appointed by the Court.

GENERAL CLASSES OR TYPES OF RECORDS

Dependent Adults
Escheat Estates
Infants
Official Administrators

PERSONAL INFORMATION

Guardianship Appointments (current)

Location: Public Trustee **Information Maintained:** Name of dependent adult, name of guardian appointed, type of guardianship, date of appointment **Uses:** Info Bank to check for guardianship orders on individuals who are incapable of handling their own affairs **Users:** Law firms and general public **Type of Individuals:** Guardians appointed by the Courts

Dependent Adult Files

Location: Public Trustee **Information Maintained:** Material relating to the administration of clients' financial affairs **Uses:** Administration of clients financial affairs **Users:** Public Trustee Office **Type of Individuals:** People certified incompetent to handle their own affairs

Infants Files

Location: Public Trustee **Information Maintained:** Material relating to the administration of infants' trust funds or the protection of their property rights **Uses:** Administration of trust funds **Users:** Public Trustee's Office **Type of Individuals:** Infants

Corporations Branch

The Corporations Branch incorporates Saskatchewan business corporations and registers extra-provincial corporations qualifying them to carry on business in Saskatchewan. It also incorporates non-profit corporations, co-operatives and credit unions, and registers business names of sole proprietorships and partnerships. Lists of the membership of Professional Associations and the bylaws of all such associations are kept by this Branch. Registrations are received under The Names of Homes Act.

GENERAL CLASSES OR TYPES OF RECORDS

All documents filed under the following Acts:

The Business Corporations Act
The Business Names Registration Act
The Co-operatives Act, 1989 (except Part XIX)
The Companies Act
The Companies Winding Up Act
The Credit Union, 1985 (except Part XVIII)
The Libel and Slander Act
The Names of Homes Act
The Non-profit Corporations Act
The Partnership Act

Application for registration of business names, i.e. sole proprietorships, partnerships, limited partnerships and names of homes.
Charter documents of a corporation, including Articles of Incorporation, Continuance, Amendment and Amalgamation for business and non-profit corporations, co-operatives and credit unions.
Names and addresses of shareholders, directors, sole proprietors, partners and powers of attorney

Notices of change of directors and registered offices
Registered addresses of businesses, non-profit corporations, co-operatives and credit unions

PERSONAL INFORMATION

Ownership

Location: Corporation Branch **Information Maintained:** names and addresses of directors, shareholders, sole proprietors, partners and powers of attorney **Uses:** to provide ownership of businesses, non-profit corporation, co-operatives and credit unions to clients **Users:** law firms, financial institutions, other government departments, law enforcement officers, general public **Type of Individuals:** same as users

FINANCE AND ADMINISTRATION

The Finance and Administration Division delivers support services to the senior management and operational components of the Department through the Administrative Services, Human Resources, Systems, Communications Branches. The Consumer Protection and Mediation Services Branches are operational components of the Division.

A number of Boards and Commissions report to the Minister but operate independent of the Department. However, Finance and Administration Division does provide support services to these Agencies.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on the administration of the Boards and Commissions and correspondence with Administrative Services Branch, Human Resources Branch, Consumer Protection Branch, Communications Branch, Systems Branch and Mediation Services. See branches for specific records.

PERSONAL INFORMATION

None

Administrative Services Branch

The Administrative Services Branch provides centralized management support services to the Department and the Boards/Commissions. The principal responsibilities of the Branch include: financial management advice, budget preparation, revenue and expenditure accounting and forecasting, internal audit, procurement of goods and mail services, space and accommodation services, development of administrative and management policies, accounting and administrative support services for the Provincial Mediation Board Trust Account and the Victims' Fund, and the government/department co-ordination of *The Freedom of Information and Protection of Privacy Act.*

GENERAL CLASSES OR TYPES OF RECORDS

Agricultural Implements Fund Financial
Board of Revenue Commissioners
Boards/Commissions Memberships
Cemeteries Accounts
Financial Management Advice/Policies
Freedom of Information
Land Titles Assurance Fund Financial
Queen's Printer Revolving Fund Financial
Prism Industries Revolving Fund Financial
Provincial Mediation Board/Office of the Rentalsman Trust Account Financial

PERSONAL INFORMATION

None

Human Resources Branch

The Human Resources Branch provides service to the department in pay and benefits administration, recruitment of employees and position classifications, labour relations, human resource policy/guideline administration, staff and organization development and records management.

GENERAL CLASSES OR TYPES OF RECORDS

Employee Fairness
Policies/Procedures
Position Files

PERSONAL INFORMATION

None

Consumer Protection Branch

The Consumer Protection Branch is responsible for the regulation of financial institutions; insurance, trust and loan companies; and credit unions. The objective is to ensure that financial institutions are able to meet their obligations to their clients. This entails licensing, audits and on-going liaison with the management and Directors of the entities.

In addition, there are five self-administered bodies; the Life, General and Hail Insurance Councils, the Prepaid Funeral Services Council, and the Saskatchewan Real Estate Commission who have been delegated administrative/regulatory responsibilities for statutes administered by the Branch. The Superintendent, however, maintains ultimate authority for the Statutes these agencies administer.

The Branch receives complaints, processes and issues licenses under each licensing statute so that consumers can take remedial action against sellers who do not comply with the statutes or those who breach a contract.

To ensure that monetary redress is available to consumers, the majority of licensing statutes require penal bonds to be posted by the seller. The bond money is available to settle outstanding claims or otherwise compensate consumers if they are victimized by a seller, or if a company goes into bankruptcy. The branch is also responsible for the enforcement of the licensing statutes. Complaints of non-compliance of licensing requirements are investigated.

GENERAL CLASSES OR TYPES OF RECORDS

Agricultural Implement Distributor Files
Agricultural Implement Board Minutes
Cemeteries - plans and correspondence
Conviction Reports
Enquiry Forms
General Administration Files including monthly narratives, bi-weekly meeting reports, conviction reports, news releases
Insurer and Policy Files
Investigation Files
Legal Opinions
License Application Forms
Licensing Correspondence
Licenses
Manuals
Penal Bonds
Trust and Loan Companies - original company files

PERSONAL INFORMATION

None

Communications Branch

The Communications Branch provides the central support resources necessary for the Department to meet its communication objectives.

GENERAL CLASSES OR TYPES OF RECORDS

Advertising and Funding approvals
News Releases
Press Clippings

PERSONAL INFORMATION

None

Systems Branch

The Systems Branch provides support and direction to the department in reviewing, developing, implementing and maintaining automated systems. The Systems Branch is responsible for evaluating existing and proposed systems; conducting feasibility studies; providing advice and recommendations concerning solutions to system problems; co-ordinating the systems activities of the department with central agencies; managing third-party contracts for the development and maintenance of systems; providing maintenance and operational support for all departmental systems; providing technical support on hardware and operating system software and project management for new systems development and enhancement projects.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on the department's systems development, acquisition and maintenance.

Consultants contracts - application maintenance and systems development
Disaster recovery
Project Files (management and technical support)
Shared computer services

PERSONAL INFORMATION

None

Mediation Services

Location: #215 - 3988 Albert Street
Regina, Saskatchewan S4S 3R1

Mediation Services was established to provide trained Mediators to assist farmers and lenders in resolving their disputes outside the court system, as well as individuals who request mediation services in resolving their dispute in the family law area which may include custody, parenting arrangements or child/spousal support.

Mediation Services is responsible for conducting farmer/lender mediation within the time frames established in *The Saskatchewan Farm Security Act*; providing and encouraging the provision of mediation services to the general public as per Section 14.1 of *The Department of Justice Act*, and charging any fee that may be prescribed in the Regulations for mediation services.

GENERAL CLASSES OR TYPES OF RECORDS

Client Files
Correspondence with Department of Justice
Correspondence with Minister of Justice
Program related correspondence with national and international agencies
Reference material and training/workshop related correspondence

PERSONAL INFORMATION

Farmer/Lender Mediation

Location: Mediation Services **Information Maintained:** File reference; name, address, telephone number of farmer and lender; Notice of Intention to Foreclose or Court Order; related correspondence; supporting documentation supplied by both parties; meeting date; summary of meeting(s); Mediation Certificate issued by Mediator (if applicable); terms of settlement (if applicable) **Uses:** To assist farmers and creditors in resolving their disputes outside of the court system **Users:** Mediation Services Staff **Type of Individuals:** Creditors submitting Notices of Intention to Foreclose and the respective farmers

Family Mediation

Location: Mediation Services **Information Maintained:** File reference; name, address, telephone number of parties involved; copy of the Court Order (if applicable); signed Mediation Agreement; nature of the dispute; related correspondence; supporting documentation supplied by both parties; meeting date; summary of meeting(s); terms of settlement (if applicable) **Uses:** To assist separating or divorcing couples in resolving their disputes outside of the court system **Users:** Mediation Services Staff **Type of Individuals:** Individuals who request mediation services in resolving their dispute in the family law area or those individuals who are ordered to mediation by the court system

PUBLIC LAW AND POLICY

The Public Law and Policy Division is comprised of the Constitutional Law, Legislative Services, Legislative Drafting, including the Queen's Printer, and Policy, Planning and Evaluation Branches. The Division assists the Minister of Justice and

Attorney General to fulfill his constitutional, statutory and Cabinet responsibilities by providing both legal and policy advice and litigation services.

Constitutional Law

The Constitutional Law Branch provides legal and policy advice to the Government on constitutional matters and represents the Attorney General in court proceedings which raise constitutional issues. In addition, the Branch provides advice and legal services to the Government in relation to aboriginal, human rights, and trade law.

Solicitors from the Branch handle many of the Department's litigation files. The Branch is also involved in constitutional issues that are raised in prosecutions carried out by the Attorney General and provides advice or counsel as appropriate. The Branch plays a major role in constitutional reform and related intergovernmental matters.

GENERAL CLASSES OR TYPES OF RECORDS

Constitutional litigation files
Constitutional opinions on Saskatchewan law and administrative policies
Human rights litigation files
Legal opinions, policy advice and related documents on intergovernmental relations and international trade and relations
Legal opinions concerning Indian and aboriginal matters

PERSONAL INFORMATION

Constitutional Opinion Files

Location: Constitutional Branch **Information Maintained:** Legal opinions on the constitutionality of Saskatchewan laws and administrative policies **Uses:** To advise the Government of Saskatchewan on constitutional issues **Users:** Crown Solicitors **Type of Individuals:** Individuals involved in particular questions about the validity of Saskatchewan law or administrative policy

Constitutional Litigation Files

Location: Constitutional Branch **Information Maintained:** Names of parties, witness statements, police reports, criminal records, court process and pleadings, legal opinions, copies of documents that may be used in evidence, correspondence, judicial decisions **Uses:** To represent the Government of Saskatchewan in constitutional cases **Users:** Crown Solicitors **Type of Individuals:** Plaintiffs, defendants, applicants and witnesses involved in litigation

Human Rights Litigation Files

Location: Constitutional Branch **Information Maintained:** Names of complainants and witnesses, statements of complainants and witnesses, copies of documents that may be used in evidence, commission and court process and pleadings, legal opinions, correspondence, decisions of boards of inquiry and courts **Uses:** To represent the Government of Saskatchewan in human rights complaints against the government Users: Crown Solicitors **Type of Individuals:** Complainants and witnesses involved in human rights complaints against the Government of Saskatchewan

Aboriginal Litigation Files

Location: Constitutional Branch **Information maintained:** Names of parties, witness statements, court process and pleadings, legal opinions, copies of documents that may be used in evidence, correspondence, judicial decisions. **Uses:** To represent the Government of Saskatchewan in cases raising aboriginal issues **Users:** Crown Solicitors **Type of Individuals:** Plaintiffs, defendants, applicants and witnesses involved in litigation

Legislative Services

The Legislative Services Branch supplies co-ordination and analytical services for the Department in the development of legal and legislative policy and provides technical advice on proposed legislation to departments and other government agencies. The Branch is also responsible for development of consumer and commercial policy and legislation.

This Branch also prepares documents for the Provincial Secretary including, authentication of documents which are notarized; Coroner's certificates and proclamations.

GENERAL CLASSES OR TYPES OF RECORDS

Legislation and related research
Proclamations
Regulations (Justice) Policy
Queen's Counsel Appointments

PERSONAL INFORMATION

None

Legislative Drafting

The Legislative Drafting Branch drafts all government Bills and regulations; on request, drafts Bills for the Uniform Law Conference; provides advice with respect to drafting matters to government departments and other Crown agencies; arranges for the printing of Bills; publishes statutes in pamphlet, hardcover and looseleaf form; arranges for the publication of regulations in *The Saskatchewan Gazette*; publishes regulations in looseleaf form; on request, prepares office consolidations of statutes and regulations; prepares and publishes various tables; is responsible for the general revision of statutes and regulations; arranges for the translation of selected statutes and regulations.

GENERAL CLASSES OR TYPES OF RECORDS

Contain drafting instructions for and drafts of new and amending Bills and regulations, translations of selected statutes and regulations, looseleaf release preparation materials, looseleaf consolidation of *The Revised Statutes of Saskatchewan, 1978* stored on computer, *The Revised Regulations of Saskatchewan* stored on computer.

General Correspondence
Tables
Translations

PERSONAL INFORMATION

None

Office of the Queen's Printer

The Office of the Queen's Printer prepares and publishes *The Saskatchewan Gazette*; distributes Acts, regulations and other government publications; operates a storefront for the distribution of publications.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to the operation of the business of distribution of Acts, regulations and government documents and to the publication of *The Saskatchewan Gazette*.

Client lists
General correspondence
Inventory
Price lists

PERSONAL INFORMATION

None

Policy, Planning & Evaluation Branch

The Policy, Planning and Evaluation Branch provides central program support services with special emphasis on criminal law and family law issues. Activities within the Branch focus on strategic planning, policy analysis, program development and program analysis. Branch staff represent the Department on various provincial committees including those concerning family violence and on a number of federal-provincial committees related to criminal and family law and interjurisdictional issues. The Branch also administers the Department's library service and provides consultation and briefing on operation and policy issues to senior management on an ongoing basis.

GENERAL CLASSES OR TYPES OF RECORDS

Research and reference materials on specific topics. Statistical and analytical information related to justice activities:

- Aboriginal Justice Issues
- Corrections
- Courts
- Crime Prevention
- Criminal Law
- Family Law
- Family Violence/Children's Issues
- Gender Equality
- Mediation
- Policing
- Substance Abuse
- Victims

PERSONAL INFORMATION

None

CIVIL LAW

The Civil Law Division is responsible for providing general legal services to provincial government departments and agencies.There are three sections within the Civil Law Division. Crown Solicitors in one section act as counsel for the government in civil litigation matters, appearing before the courts at all levels and before regulatory boards and tribunals. Crown Solicitors in the other two sections provide services to approximately 60 client departments, boards and agencies of the government and to Cabinet Ministers responsible for those departments, boards and agencies.

Legal services include: preparing contracts and other legal documents; assisting in the development of statutes, regulations and orders-in-council; counselling government officials with respect to legal requirements and procedures; providing interpretations of provincial and federal statutes; undertaking legal research and policy projects; supervising the provision of legal services by fee-for-service solicitors; conducting negotiations on behalf of government departments and agencies; and providing general legal advice.

GENERAL CLASSES OR TYPES OF RECORDS

Contract Lawyers
Legal advisory services
Litigation

PERSONAL INFORMATION

Child Protection

Location: Civil Law Division **Information Maintained:** Child's name, date of birth, names of parents, addresses, telephone numbers, memoranda to file regarding court proceedings, meetings and telephone conversations and medical and psychological reports **Uses:** Provide legal representation for the Department of Social Services **Users:** Civil Law Division counsel and support staff **Type of Individuals:** Parents of minors and minors subject to proceedings under *The Child and Family Services Act*

Garnishee Files

Location: Civil Law Division **Information Maintained:** Name, address, employment and income information, dollar amount of judgment and listing of creditors and amounts owing to them **Uses:** Administration of attachment of debts proceedings **Users:** Civil Law Division staff and Department of Finance staff **Type of Individuals:** Employees of the government whose wages have been garnisheed

Student Aid Bankruptcy Files

Location: Civil Law Division **Information Maintained:** Name, address, employment, income and expenses information and dollar amount owing to the Department of Education **Uses:** Representation of the Department of Education in recovering defaulted student loan funds **Users:** Civil Law Division counsel and support staff **Type of Individuals:** Persons who have unpaid student financial assistance loans and have declared bankruptcy

SOLICITOR GENERAL

The Solicitor General Division is responsible for development of policy and delivery of provincial correctional services. These include the Community Corrections Programs of: Probation, Fine Option, Community Service Order, Restitution and Bail Supervision; as well as Custodial Facilities such as Correctional Centres, Community Correctional Centres, Community-Training Residences, Correctional Camps, and Prison Industries.

The Solicitor General Division is also responsible for development of provincial policing policy, administration of the province's R.C.M.P. contract, liaison with the police community, administration of the Federal Firearms Control Program and *The Private Investigators and Security Guards Act*, and the administration of provincial Coroner services.

GENERAL CLASSES OR TYPES OF RECORDS

General Correspondence relating to Criminal Justice Policy, Corrections, Policing, and task forces which include:

Aboriginal Justice Review Committees
Drinking/Driving Countermeasures
Fine Collection

PERSONAL INFORMATION

None

Corrections

Corrections delivers a wide range of programs for adult offenders (18 years and over) with varying levels of offender care, control and supervision through two operational systems - Community Operations and Institutional Operations. Programs are administered by seven regional offices of Community Corrections, four major correctional centres and 15 reduced-custody facilities. Services for Northern Saskatchewan are administered through a Northern Regional Office located in La Ronge.

GENERAL CLASSES OR TYPES OF RECORDS

Federal/Provincial and inter-provincial correspondence
General and offender accounting documents
Minister's/Ombudsman's referrals and resulting special reports
Program development, descriptions, and activities
Public and general corrections inquiries
Security issues, analyses, and activities
Speeches, presentations
Standing orders and standards
Statistics and research reports

PERSONAL INFORMATION

Community Operations (Probation) Files
Location: Probation offices **Information Maintained:** Information on clients' involvement in bail supervision, probation, electronic monitoring, restitution, fine option, institutional fine option, community service order, impaired driving treatment, and intensive community program - orders, assessment, progress reports and closure recordings, etc. **Uses:** Recording and monitoring clients' status in programs **Users:** Corrections **Type of Individuals:** All clients who have been given a probation order and/or have been required to participate in one or more of the above programs

Volunteer Personal Information Files

Location: Community Operations Offices and Correctional Facilities **Information Maintained:** Application of volunteer, original reference checks, criminal record checks, copy of appointments, hours as a volunteer **Uses:** Screen volunteers to match them with clients and to maintain record of volunteer service **Users:** Program coordinators **Type of Individuals:** Volunteers to Corrections programs

Residents' Community-Training Residences Files

Location: Community-Training residences **Information maintained:** Panel notes, residents' impressions, and resident evaluations/assessments **Uses:** Record residents' status in and contact with the Community-Training Residence program **Users:** Corrections staff **Type of Individuals:** Offenders who participate or have applied to participate in the Community-Training Residence Program

Inmate Case Management Files

Location: Correctional Centres **Information Maintained:** Warrants, program applications, institutional activities, offender evaluations/assessments **Uses:** Internal (eligibility for parole, Community-Training Residence program, etc.) and for referral **Users:** Corrections - provincial and federal **Type of Individuals:** Correctional centre inmates

Admission Files

Location: Correctional Centres **Information Maintained:** Remand warrants and warrants of committal, personal property information, discipline charges, sentence administration, R.C.M.P. criminal records **Uses:** Offender sentence administration and personal property management **Users:** Corrections staff **Type of Individuals:** Correctional centre inmates - past and present

Inmate Medical Files

Location: Correctional Centres **Information Maintained:** Current medical diagnosis and treatment, medical history **Uses:** Medical treatment **Users:** Medical staff at the correctional centre **Type of Individuals:** Correctional centre inmates who have reported to the medical staff

Inmate Security Files

Location: Correctional Centres **Information Maintained:** Security intelligence, violations, assaults, and suicides within the correctional centre **Uses:** Maintain security of institution **Users:** Security staff of correctional centres **Type of Individuals:** Inmates who have violated or have the potential to violate or threaten the safety of the correctional centre

Addiction Education files

Location: Correctional Centres **Information Maintained:** Inmate referrals and assessments **Uses:** Determination of addiction and program eligibility as well as offender treatment **Users:** Corrections staff **Type of Individuals:** Inmates referred to or requesting substance abuse education

Prison Industries

Prison Industries (trade name - PRISM) operates a commercial manufacturing and service industry within the confines of the Provincial Correctional Centres. Inmates are employed to produce goods for government departments, crown corporations and private sector clients. Revenue generated serves to offset the cost of incarceration of the inmates who also share in the income generated by the program.

GENERAL CLASSES OR TYPES OF RECORDS

Clients
General Correspondence
Inmate employee records
Project and industry proposal files
Suppliers

PERSONAL INFORMATION

None

Policing Branch

The Policing Branch includes Policing, Coroners, Private Investigators and Security Guards, and Chief Provincial Firearms Office. This branch is responsible for Federal/Provincial Policing Agreements (R.C.M.P.), provincial/municipal policing agreements, co-ordination of the investigating of complaints against police departments, and administration of the provincial *Police Act*. The branch is also responsible for the policies and licensing of businesses and personnel under *The Private Investigators and Security Guards Act* in the Province; the administration of the Gun Control Program (Part III of the *Criminal Code of Canada*) and policies, which includes issuing Firearms Acquisition Certificates and business permits; the administration of *The Coroners Act*; and the investigation of sudden, unexpected deaths in the Province of Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Coroners Declarations
Decedents' Records

Federal/Provincial Policing
Federal/Provincial Agreements
Information on private investigators and security guards program
Permits and Certificates

PERSONAL INFORMATION

Individual and Business Applications

Location: Policing Branch **Information Maintained:** Applications, copies of Canadian Police Information Centre (C.P.I.C.) checks, and copies of the licenses **Uses:** Internal **Users:** Policing staff **Type of Individuals:** Those requesting a private investigator or security guard license

Individual or Business Firearms Permits

Location: Firearms Branch **Information Maintained:** Applications and copies of the certificate **Uses:** Internal **Users:** Police, policing staff **Type of Individuals:** Those requesting confirmation of written firearms' licensing (F.A.C.) or business permits

Files on Deceased

Location: Coroners Branch **Information Maintained:** Coroners' declarations, post mortem reports; coroners, ambulance, pathologist, and facility accounts **Uses:** Statistical **Users:** Various research organizations and coroner's staff **Type of Individuals:** Deceased individuals

Saskatchewan Police Complaints Office

Location: 360 - 2151 Scarth Street
Regina, Saskatchewan S4P 3Z3

The Complaints Investigator is appointed pursuant to *The Police Act, 1990,* and is a non-police person appointed by the government to ensure that both the public and police are guaranteed a fair and thorough investigation of a public complaint against the police.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to the administration of the Saskatchewan Police Complaints Investigator.

Complaints against the police

PERSONAL INFORMATION

***The Police Act, 1990,* Discipline Hearings**

Location: Office of the Complaints Investigator **Information Maintained:** Name of police officer, employing police force **Uses:** Determine validity of complaint **Users:** Complaints Investigator staff **Type of Individuals:** Police officers charged and decisions of Hearing Officer

Record of Citizens' Complaints Against the Police

Location: Office of the Complaints Investigator **Information Maintained:** Complainant's name, letter of complaint, names of witnesses, investigator's report, copies of statements where applicable **Uses:** Determine validity of complaint **Users:** Complaints Investigator staff **Type of Individuals:** Individual lodging complaints, officers named in complaints, witnesses

PUBLIC PROSECUTIONS

Public Prosecutions is responsible for the development and implementation of general prosecutions policy, the conduct of prosecutions by Agents of the Attorney General for Saskatchewan, and the conduct of appeals to the Court of Appeal and the Supreme Court. Public Prosecutions is also responsible for providing legal advice to law enforcement agencies. The Office of the Executive Director of Public Prosecutions is in Regina and Regional Crown offices are located in Regina, Moose Jaw, Swift Current, North Battleford, La Ronge, Prince Albert, Saskatoon, Melfort, and Yorkton.

GENERAL CLASSES OR TYPES OF RECORDS

Complaints of criminal conduct against police
Completed case reports
Court of Appeal files
General Inquiry, ministerial referrals, advice or information requests and all follow up correspondence
Information on the administration of the Public Prosecutions system and on departmental policies

- Legal advice and policy directives to all Agents of the Attorney General and all Police Forces in the Province
- Prosecutors reports
- Requests from the police for legal advice
- Supreme Court of Canada Appeal Files
- Transfer of Charges and Probation Orders
- Wiretap Authorizations and Notifications

PERSONAL INFORMATION

Prosecution Case Files

Location: All Prosecution and Fee-for-service Agents' offices **Information maintained:** Name of accused, witness statements, police reports, criminal records, court process documents, legal briefs **Uses:** Conduct prosecution in court **Users:** Agents of the Attorney General **Type of Individuals:** All persons accused of Criminal Code or Provincial Statute offenses where the matter has been referred to a full time Agent of the Attorney General, or an agent who works on contract from a Regional Office

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

LABOUR

ADDRESS

1870 Albert Street
Regina, Saskatchewan S4P 3V7

MANDATE

The Department of Labour promotes and regulates occupational safety and health to improve the well-being of workers; enforces and promotes employment standards in the workplace; promotes an informed, productive and harmonious work environment; regulates specified pension plans; promotes employment opportunities for Saskatchewan people; promotes increased immigration and successful settlement of immigrants; ensures that targeted groups are treated fairly with respect to public service employment; and promotes equality and full participation for Saskatchewan people with disabilities.

ORGANIZATION

The department is divided into the Labour Division, with responsibility for Occupational Health and Safety (OH&S), Labour Standards and Labour Relations; the Human Resources and Employment Branch, with responsibility for Employment Opportunities, Immigration, Employment Equity and the Disabilities Directorate; and the Support Services Branch.

Services are provided from Labour's head office in Regina, and from offices in Saskatoon, Prince Albert, North Battleford, Yorkton, Moose Jaw, Swift Current and Estevan.

The Minister for Labour is also responsible for the Labour Relations Board, the Minimum Wage Board, the Occupational Health and Safety Council, the Farm Safety Advisory Committee, and the Radiation Health and Safety Committee; and is the contact minister for the Premier's Disabled Persons Advisory Committee.

EXECUTIVE ADMINISTRATION AND SUPPORT SERVICES

Support Services provided to the Department include human resources management and development; communications; financial planning, budgeting and financial information systems; accounting and administrative services; and computer systems. Selected services are also provided to the Indian and Metis Affairs Secretariat, the Women's Secretariat and the Labour Relations Board. Records of the Workers' Compensation Act Review Committee are retained by the department.

GENERAL CLASSES OR TYPES OF RECORDS

Human Resource Policies and Guidelines Manual
Position Description Files
Publications, Brochures and Pamphlets
Surveys
Systems Documentation

PERSONAL INFORMATION

None

LABOUR DIVISION

Labour Standards Branch

Investigates complaints of employees and ensures enforcement of minimum employment standards relating to wages, hours and conditions of work.

GENERAL CLASSES OR TYPES OF RECORDS

Affidavit of Service
Certificates
Employer/Company files
Inspection reports
Judgments/Summons
Paid Wage Agreements
Permits and licenses
Prosecution opinions
Records of Public Hearings
Report of Prosecutions
Report of Third Party Hearings
Research Papers and Reports

Routine inspections
Statements filed against Directors of Companies

PERSONAL INFORMATION

None

Labour Relations Branch

The Branch is composed of four units:
Conciliation Services, Labour Policy and Research, Pension Benefits, and Office of the Worker's Advocate.

The ***Conciliation Services Unit*** provides a voluntary conciliation and grievance mediation service to assist employers and unions in resolving collective bargaining and grievance disputes.

The ***Labour Policy and Research*** provides advice and information on collective bargaining, work stoppages, layoffs, and the labour market. It provides advisory services and research expertise on a wide variety of labour issues.

The ***Pension Benefits Unit*** administers *The Pension Benefits Act (Sask.)*, and provides information and advice on retirement income matters. It regulates funding, investment and solvency of all private pension plans in the province, and ensures minimum benefits and information are provided to pension plan members.

The ***Office of the Worker's Advocate*** provides assistance and advice to injured workers and their dependents who have difficult claims before the Workers' Compensation Board.

GENERAL CLASSES OR TYPES OF RECORDS

Actuarial Reports
Annual Information Returns
Arbitration awards
Canadian Association of Administrators of Labour Legislation Documents
Claimant Files
Collective bargaining coding manuals
Collective agreements - current and historical
Conciliation service files
Grievance mediation files
International Labour Organization Documents
Judgments/interpretations pertaining to *The Trade Union Act*
Locked-in RRSP documents
Pension valuations
Press clippings
Proceedings of committees and conferences
Reciprocal Pension Agreements
Registered Pension Plan Documents
Rejections, approvals and amendments to pension plans
Research papers and reports
Resource papers and reprints
Speeches
Statistics
Surveys

PERSONAL INFORMATION

Contain information relating to injured workers appealing claims before the Workers' Compensation Board.

Claimant files

Location: Office of the Worker's Advocate **Information Maintained:** Copy of individual's compensation file received from *Workers' Compensation Board* plus correspondence and medical reports relating to appeals **Uses:** Activities related to establishing client's entitlement to benefits and services pursuant to the Workers' Compensation Act; prepare statistics, evaluate program **Users:** Workers' Advocates and office staff **Type of Individuals:** Injured workers claiming benefits under the *Workers' Compensation Act*

Occupational Health and Safety Branch

Works closely with employers and employees to promote and maintain a safe work environment, prevent work-related accidents, and a healthy workforce. Programs of the Branch promote health and safety through education and information to employers and workers, and through protection by enforcing minimum standards of health and safety. The branch maintains records of the Occupational Health and Safety Council, Farm Safety Advisory Committee, and the Radiational Health and Safety Committee.

GENERAL CLASSES OR TYPES OF RECORDS

Accident
Appeals and Resolutions of Contraventions
Bio-assay records
Brochures and pamphlets
Calibration reports
Correspondence pertaining to health and safety of workers; requests for exemptions under the Occupational Health and Safety Act
Equipment inspection records - Test radiographs medical and dental
Exposure records
Federal-Provincial Committees - supporting papers
Inspection reports (Atomic Energy Control Board)
Laboratory Analysis
Licenses
Notices of contraventions
Occupational Health and Safety Committee
Overdose reports and investigations
Plans (X-ray rooms)
Prosecutions
Radiation Health and Safety Committee Minutes and incidental papers
Reports
Surveys
Systems Documentation

PERSONAL INFORMATION

None

Human Resources and Employment Branch

Has responsibility for Employment Opportunities, Immigration, Employment Equity and the Disabilities Directorate.

The ***Disabilities Directorate*** works with departments, public interest groups and individuals to achieve full independence and integration of all persons with disabilities. It provides employment services and support to the Premier's Disabled Persons Advisory Committee, and makes recommendations on policy and services to government on behalf of persons with disabilities.

The ***Employment Equity Unit*** co-ordinates the government's employment equity program.

The ***Employment Unit*** designs, co-ordinates and implements policies and programs to maximize employment opportunities for Saskatchewan residents. It administers and delivers the Opportunities Student Summer Employment Program which provides assistance to employers who wish to hire students during the summer months.

The ***Immigration Unit*** promotes increased immigration to enhance the economic, social and cultural life in Saskatchewan. Activities include undertaking targeted promotional programs to attract key immigrants, consulting with immigrant serving agencies to assist new residents with settlement and successful integration, negotiating and monitoring implementation of the Federal/Provincial Immigration Agreement, and administering the International Assistance Program and the Immigrant Settlement Support Program.

GENERAL CLASSES OR TYPES OF RECORDS

Accessibility guidelines and papers
Brochures and pamphlets
Education and training material
Employment Equity Plan
Government of Saskatchewan Lists of Target Groups
Grant program files
Promotional project files
Recruitment and Employment Fairness
Reports, studies and major project discussion papers
Resource materials, statistics
Special Training/Work Programs
Technical aids and services

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Labour
4th Floor, 1870 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2411

LABOUR RELATIONS BOARD

ADDRESS

6th Floor, 1914 Hamilton Street
Regina, Saskatchewan S4P 4V4

MANDATE

The Board processes applications made under the *Trade Union Act*. The Board is empowered to issue orders certifying trade unions as bargaining representatives for appropriate units of employees, require persons to refrain from unfair labour practices, reinstate employees discharged contrary to the Act, and determine disputes referred to it by employers and trade unions.

GENERAL CLASSES OR TYPES OF RECORDS

Applications by unions, employers or individuals
  for appeals, unfair labour practices and
  other matters of dispute
Forms, procedures and instruction for votes
Judgments, Rulings, and Board Orders
Legal opinions
Records of Board Proceedings
Voting lists of eligible voters

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Labour
4th Floor, 1870 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2411

LAW REFORM COMMISSION OF SASKATCHEWAN

ADDRESS

c/o Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

MANDATE

The mandate of the Law Reform Commission of Saskatchewan is to research and publish reports recommending reform of the laws of Saskatchewan.

ORGANIZATION

The commission is organized as a body corporate, consisting of three part-time commissioners, and a permanent research staff.

GENERAL CLASSES OR TYPES OF RECORDS

Research documents and materials
Responses from the public to Commission proposals

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
c/o Justice
5th Floor, 1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

MEEWASIN VALLEY AUTHORITY

ADDRESS

402 - 3rd Avenue South
Saskatoon, Saskatchewan S7K 3G5

MANDATE

The mandate of the Meewasin Valley Authority is to ensure a healthy and vibrant river valley with a balance between human use and conservation by providing leadership in the management of its resources; promoting understanding, conservation and beneficial use of the valley; and undertaking programs and projects in river valley development and conservation, for the benefit of present and future generations.

GENERAL CLASSES OR TYPES OF RECORDS

Capital Project Records
Development Review Applications
Interpretation Program Records
Special Events Program Records

PERSONAL INFORMATION

Development Review Applications

Location: Meewasin Valley Authority **Information Maintained:** Application, Board decision **Uses:** To control development in the river corridor **Users:** Planning staff and review Committees **Type of Individuals:** Individuals who desire to construct improvements in the Conservation Zone of the Meewasin Valley

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Meewasin Valley Authority
402 - 3rd Avenue South
Saskatoon, Saskatchewan S7K 3G5

Telephone: (306) 665-6887

MILK CONTROL BOARD

ADDRESS

Room 620 - 2045 Broad Street
Regina, Saskatchewan S4P 1Y4

MANDATE

The mandate of the Milk Control Board is to establish and administer regulations relative to production, supply, distribution, sale of milk, and to promote the development and maintenance of a viable dairy industry in Saskatchewan. In addition, it administers the market share quota program -- a joint Federal-Provincial undertaking.

ORGANIZATION

The affairs of the Board are managed by a five member Board appointed by the Lieutenant Governor in Council. The Board is accountable to the Legislature through the Minister of Agriculture and Food.

GENERAL CLASSES OR TYPES OF RECORDS

Canadian Dairy Commission files (market share programs, quotas)
Fluid milk - Cost of Production study
Fluid milk pool administration and audit files
General files - area, processing plants
Investigator reports
Licence files - area, processing plants
Milk inquiry exhibits
Milk Control Act & Regulations
Milk pricing orders
Other Provinces/Countries - related information
Provincial complaint file
Statistical information re: dairy industry

PERSONAL INFORMATION

Producer Files

Location: Head Office **Information Maintained:** Dairy Producers Co-op identification number, Canadian Dairy Commission number, land location of facility, address, postal code, inquiries, payment adjustments, subsidy related, Board responses/rulings, quota notices, letters of understanding, copies of semi-monthly statements **Uses:** References, registrations, audits **Users:** Board staff, auditors **Type of Individuals:** Fluid and cream producers

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Milk Control Board
620 - 2045 Broad Street
Regina, Saskatchewan S4P 1Y4

Telephone: (306) 787-5319

MINIMUM WAGE BOARD

ADDRESS

c/o Labour Standards Branch
4th Floor, 1870 Albert Street
Regina, Saskatchewan S4P 3V7

MANDATE

The Board is established under *The Labour Standards Act* and may make recommendations to the Lieutenant Governor in Council on matters such as the minimum wage, employee board and room charges, and the minimum age of employment in certain industries. Committee minutes are maintained by the Labour Standards Branch.

GENERAL CLASSES OR TYPES OF RECORDS

Records are maintained by the Labour Standards Branch of the Department of Labour.

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Labour
4th Floor, 1870 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2411

MUNICIPAL EMPLOYEES' SUPERANNUATION COMMISSION

ADDRESS

c/o Public Employees Benefits Agency
Suite 400A - 2350 Albert Street
Regina, Saskatchewan S4P 4A6

MANDATE

The Municipal Employees' Superannuation Commission is responsible for the administration of the Municipal Employees' Superannuation Plan, and its communications and investment activities. The commission sets policy, reviews the performance of the fund, approves the payment of allowances granted under the *Municipal Employees' Superannuation Act* and addresses issues and concerns from employers and plan members.

ORGANIZATION

The commission consists of nine members consisting of a Chairman who represents the Government of Saskatchewan and is appointed by the Lieutenant Governor in Council, and a representative of: the Saskatchewan Urban Municipalities Association; The Saskatchewan School Trustees' Association; The Saskatchewan Association of Rural Municipalities; The Rural Municipal Administrators' Association of Saskatchewan; The Association of School Business Officials of Saskatchewan; regional colleges as defined in *The Regional Colleges Act;* urban employees; and designated police and firefighters.

To discharge its various duties the Commission uses a number of organizations; including the Plan Administrator being the Public Employees Benefits Agency; Investment Manager; Custodian; Asset Consultant; and Actuary.

GENERAL CLASSES OR TYPES OF RECORDS

The Public Employees Benefits Agency maintains the records of the Commission.

Actuarial Reports
Actuarial Valuations
Custodial Reports
Investment Manager Reviews
Investment Performance Reports
Plan Description (ie. Member Handbook)
Reciprocal Agreements
Registration of the plan under the *Income Tax Act (Canada)* and *The Pension Benefits Act (Saskatchewan)*

PERSONAL INFORMATION BANKS

Pension Administration System

Location: Public Employees Benefits Agency **Information Maintained:** Name, address, social insurance number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service and pension benefits **Uses:** To control the collection of contributions, calculation of benefits, and payment of pension benefits **Users:** Staff of the Public Employees Benefits Agency **Type of Individuals:** Individuals who participate or have participated in the pension plan

Paper Files

Location: Public Employees Benefits Agency **Information Maintained:** Name, address, social insurance number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service and pension benefits, name of spouse, spouse's date of birth, and choice of options for annuity and pension purposes **Uses:** To calculate and pay benefits or special payments (ie. refunds) to eligible plan members **Users:** Staff of the Public Employees Benefits Agency **Type of Individuals:** Individuals who have or are in receipt of a pension or annuity, or have received a special payment (ie. refund) under the plan

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 4A6
Telephone: (306) 787-6532

MUNICIPAL FINANCING CORPORATION

ADDRESS

Suite 300 - 2400 College Avenue
Regina, Saskatchewan S4P 1C8

MANDATE

The Municipal Financing Corporation of Saskatchewan was established to assist in making capital funds available for the financing of school, hospital and other essential construction and local improvement projects in cities, towns, villages and rural areas throughout the Province.

ORGANIZATION

Administration

The Corporation is administered by a Board of Directors through the use of staff and facilities provided by the Department of Finance and Crown Investment Corporation of Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Agreements
General Policies
Insurance
Public Relations

PERSONAL INFORMATION

None

Accounting Services

Accounting services are provided by the staff of Crown Investment Corporation of Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Loan agreements and documentation
Purchase agreements

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Crown Investment Corporation
2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-6851

NATURAL RESOURCES

ADDRESS

3211 Albert Street
Regina, Saskatchewan S4S 5W6

MANDATE

To protect and enhance fish, wildlife and forests to ensure their perpetual supply; develop and operate a comprehensive system of parks for public enjoyment and education; ensure management, use and disposition of resource lands in a manner that satisfies public access and resource conservation; manage the departments fiscal and material resources efficiently and effectively; and maximize economic returns and social benefits from resources and programs without compromising conservation principles and long-term supply.

ORGANIZATION

The department is divided into three divisions: Operations, Renewable Resources and Recreation and Management Resources. The department has a province-wide presence with seven regional offices and fifty-seven district offices. Please consult the Government Telephone Directory for addresses.

PARKS AND MANAGEMENT RESOURCES DIVISION

The division is responsible for administrative support and park planning to the remainder of the department, and consists of the Management Services Branch, Human Resources Branch, Contract Services Branch, Communication Services Branch, and the Parks Branch.

Management Services Branch

Management Services Branch is responsible for corporate planning, accounting and payroll, budget preparation and analysis, information systems, financial audits, contract administration, staff housing program, equipment rental program, and property management.

GENERAL CLASSES OR TYPES OF RECORDS

Cash Register Information System (CRIS)
Commercial Lease Audits
Commercial Revolving Fund Financials
Consultants/Vendor Correspondence
Corporate Plan
Fair Share Saskatchewan
Fish & Wildlife Development Fund Financials
Forest Renewal and Development Fund
Freedom of Information Correspondence
Information Management Strategic Plan
Northern Revenue Sharing Trust Account
Reforestation Trust Fund
Resource Protection and Development Revolving Fund Financials
Sask Works Program
Staff Housing
Volunteer Liability Insurance

PERSONAL INFORMATION

Licence Information Processing System

Location: Management Services Branch **Information Maintained:** Name, address, telephone number, licenses on consignment, amount owing department, history of previous year's licence sales **Uses:** Keep track of hunting and fishing licenses **Users:** Department personnel **Type of Individuals:** Vendors selling licenses for the department

Human Resources Branch

Provides personnel management services for the department in the areas of staffing, classification, staff development, employee relations, occupational health and safety, and employee benefits.

GENERAL CLASSES OR TYPES OF RECORDS

Employment Fairness
Occupational Health and Safety
Personnel Advisor Services

PERSONAL INFORMATION

Training and Development System

Location: Human Resources Branch **Information Maintained:** Employment History, Training History, Occupational Health & Safety History, Personal Skills Development Plan **Uses:** Needs Analysis for future training; statistical reporting **Users:** Department staff **Type of Individuals:** All employees of the Department of Natural Resources with training history, future training needs, and previous injuries (Workers Compensation Board)

Communication Services Branch

The branch's role is to develop communications and public relations programs that foster internal and external awareness, understanding and support of department programs, policies and procedures. In addition, the branch assists client groups in meeting their communication needs.

GENERAL CLASSES OR TYPES OF RECORDS

Media Contacts
Official Openings and Special Events
Resource Centre/Library Services
Slide and Photographic Library

PERSONAL INFORMATION

None

Parks Branch

Parks Branch is responsible for the establishment of provincial and regional parks, recreation sites and protected areas. It is also responsible for integrating provincial and departmental park concerns, providing management and development direction for park lands, developing new park policy and programs and evaluating park program effectiveness.

GENERAL CLASSES OR TYPES OF RECORDS

Analysis - Visitation Trends
Camping Analysis
Canadian Heritage Board
Designated areas
Economic outlook for parks
National Parks
Parkland Reserves
Policy, Marketing & Research
Private Investment
Protected areas
Provincial parks
Rates and Fees
Regional Parks
South Saskatchewan River Basin Study

PERSONAL INFORMATION

None

RENEWABLE RESOURCES DIVISION

Develop and evaluate integrated programs in fisheries, forestry, lands and wildlife to ensure the sustainable development of resources and ongoing public use and enjoyment of resource based recreation and commercial activities. This division consists of the Resource Policy and Economics Branch, Wildlife Branch, Forests and Lands Branch and the Fisheries Branch.

Resource Policy and Economics Branch

Provides a focus in the department for the economic analysis of renewable resource policies as well as for legislation, cabinet items and federal provincial agreements.

GENERAL CLASSES OR TYPES OF RECORDS

Canada's Green Plan
Economic values of Saskatchewan's renewable resources
Land ownership, disposition and use determination, environmental review, and Treaty Land Entitlements
Pricing and demand for department services
Sustainable use and management of
Saskatchewan's renewable resources
The Provincial Conservation Strategy

PERSONAL INFORMATION

None

Wildlife Branch

The Wildlife Branch is responsible for the conservation, development and management of Saskatchewan's wildlife resource in an effort to enhance the quality of life of consumption and non-consumption users.

GENERAL CLASSES OR TYPES OF RECORDS

Agriculture Wildlife Programs
Barren-ground Caribou Project
Big Game Damage Prevention
Committee/Councils/Meetings
Endangered Species
Environmental Impact Assessments
Firearm Safety/Hunter Education
Forest Program
Fur Administration
Game Population Monitoring
Heritage Marshes
Major Projects - Habitat
Predator Control - Livestock Management
Project Wild
Regulation and Allocation of Hunting
Waterfowl Crop Damage Prevention
Wetland Projects
Wildlife Development Fund Lands

PERSONAL INFORMATION

Critical Wildlife Habitat Protection Act

Location: Regina **Information Maintained:** Name, Address, Land Location, Acres and Lease Number **Uses:** Inquiries on land identified as critical wildlife habitat **Users:** Rural Development Department, Other Agencies **Type of Individuals:** All lessees of critical wildlife habitat

Project Wild

Location: Regina **Information Maintained:** Name, Address and Telephone Number **Uses:** Mailing List **Users:** Department staff **Type of Individuals:** People who have completed the Project Wild course and request mailing list

Firearm Safety/Hunter Education Program

Location: Regina **Information Maintained:** Name, Address, Telephone, Date Graduated **Uses:** Enforcement **Users:** Department staff **Type of Individuals:** Firearm Safety Program graduates

Big Game Draw

Location: Regina **Information Maintained:** Name, Address, Hospitalization Number, Number of Years Applied **Uses:** To determine who receives hunting licenses **Users:** Department staff **Type of Individuals:** People who hunt

Fur Statistics

Location: Regina **Information Maintained:** Name, Licence Number, Species, Quality of Fur, Amount Sold For **Uses:** Document for the fur harvest information in Saskatchewan **Users:** Department staff **Type of Individuals:** Trappers

Big Game Damage Prevention

Location: Regina **Information Maintained:** Name, Address, Date Issued **Uses:** Tracking of persons who have permanent ungulate proof fences **Users:** Department staff **Type of Individuals:** Landowners

Forests and Land Branch

The role of Forestry Branch is to provide programs for the management of the provincial forest resource, particularly for those productive lands within the Commercial Forest Zone. Programming is directed at attainment of social and economic benefits from a continued timber supply and its wise utilization while recognizing other resource values and uses. The Branch is based in Prince Albert.

GENERAL CLASSES OR TYPES OF RECORDS

Agro Forestry
Cone Collection
Experimental Reforestation/Afforestation Files
Fertilization

Forest Company and Silvicultural Plans and Forest Projects
Management Licence Agreements
Forest Operations
Forest Research Advisory Councils
Forest Road Construction and Maintenance
Forestry Development
Historical files related to forest research projects in Saskatoon
Insect and Disease Program
Licenses
Mistletoe Control
Nurseries
Permits
Planting
Reconnaissance information
Reforestation
Silviculture
Site Preparation
Stand Tending
Timber Haul Road

PERSONAL INFORMATION

Timber Permits

Location: Forestry Branch **Information Maintained:** Name, address, telephone number, quantity harvested, area harvested **Uses:** Keep track of timber being harvested **Users:** Department personnel **Type of Individuals:** Individuals and companies purchasing timber permits

Fisheries Branch

Responsible for the development, evaluation and in some cases the delivery of policies and programs that protect manage and enhance the fishery resource of the province.

GENERAL CLASSES OR TYPES OF RECORDS

Aquaculture
Delivery of Fisheries Programs
Fish and Wildlife Development Fund
Fish Enhancement
Fish hatching
Fish stocking
Fisheries policy and program development
Fisheries research
Local Fish Management
Northern Inventory
Sport and Commercial Fishing

PERSONAL INFORMATION

Commercial Fishing Licenses

Location: Regina **Information Maintained:** Name, Licence Number, Location, Amount Harvested **Uses:** Support fisheries management **Users:** Department staff **Type of Individuals:** Commercial fishermen

OPERATIONS DIVISION

Responsible for delivering department programs and services to the public. The major portion of activities is the enforcement of resource regulations and the management of parks and recreation areas. This Division consists of the Enforcement/Radio Communications/Construction Services Units and Operations/Fire Suppression and Northern Air Services Branches.

Regional Operations/Enforcement/Radio Communications

Coordinates all aspects of department operational enforcement ensuring protection of resources within departmental jurisdiction; coordinates all aspects of park operations involving the park system.

GENERAL CLASSES OR TYPES OF RECORDS

A copy of all files are kept in Regina and files are kept in each regional office for those items relating directly to the region.

Awards
Enforcement
Fisheries
Fur/Trapping
Meetings
Mining and Oil
Native Issues
Provincial Parks/Rec Sites

PERSONAL INFORMATION

Resource Intelligence Program

Location: Regina **Information Maintained:** Name, Address, Date of Birth, Habitat Certificate Number, Vehicle Licence Number, Telephone Number, Violation Record and Prosecution Status **Uses:** Enforcement **Users:** Conservation Officers, Crown Prosecutors and RCMP **Type of Individuals:** Violators under acts and regulations enforced by the Department

Turn in Poachers Program

Location: Regina **Information Maintained:** Name, Address, Date of Birth, Fine Amount, Violation Record and Prosecution Status **Uses:** Enforcement **Users:** Conservation Officers, Crown Prosecutors and RCMP **Type of Individuals:** Violators under acts and regulations enforced by the department charged as a result of the TIP's Program

Restricted Hunter Listing

Location: Regina **Information Maintained:** Name, Address, Date of Birth, Violation Type, and Date and Restriction Period **Uses:** Enforcement **Users:** Conservation Officers, Crown Prosecutors, RCMP **Type of Individuals:** Violators with penalty assessments restricting hunting or the purchase of hunting licenses

Forest Fire Management Branch

Coordinates the delivery of an effective forest fire detection and suppression program for the province.

GENERAL CLASSES OR TYPES OF RECORDS

Fire behavior information
Fire Equipment Management
Fire plans
Fixed wing airtanker operation
Helicopter operation
Historical fire statistics
Lightning information
Prescribed burns
Retardant
Smokey Bear
Weather and Technical Services

PERSONAL INFORMATION

None

Northern Air Services for Forest Fires Branch

Provides air support for fire suppression.

GENERAL CLASSES OR TYPES OF RECORDS

Air Attack
Aircraft Inventory Control
Aircraft Management

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrator Co-ordinator
Natural Resources
3211 Albert Street
Regina, Saskatchewan S4S 5W6

Telephone: (306) 787-1292

NEW CAREERS CORPORATION

ADDRESS

Box 1030
Kamsack, Saskatchewan SOA ISO

MANDATE

New Careers Corporation is a Provincial Crown Corporation established by Government in May 1984. The Corporation provides people receiving provincial financial assistance with opportunities to develop independence and gain employment.

ORGANIZATION

New Careers Corporation is administered by a Board of Directors. The head office is located in Kamsack and consists of the Executive, Administrative Services Department, and the Department of Trainee Services.

There are also various project sites located throughout the province.

ADMINISTRATIVE SERVICES DEPARTMENT

This Department is responsible for controlling equipment, coordinating vehicles, handling all payables and receivables, assisting Project Superintendents and job site personnel with monthly financial and statistical reports, contract administration, and payroll.

DEPARTMENT OF TRAINEE SERVICES

This Department is responsible for trainee recruitment, career counselling, and for assisting trainees with establishing and achieving their training goals. Trainee Services' staff monitor progress and provide assistance to trainees at institutional study. They also deliver courses at the job sites, including: first aid; occupational safety; and personal finance.

PROJECT SITES

As well as building many projects in the provincial parks, for rural municipalities, and for non-profit organizations, each project site provides employment and on-the-job training for trainees.

GENERAL CLASSES OR TYPES OF RECORDS

Construction Products
Consultants
Cumberland House Project
Duck Mountain Project
Elbow Celebrity Open
Kamsack Information
Lake Diefenbaker Project
Manitou Beach Project
Meadow Lake Project
Potential Expansion
Potential Project
Rafferty Project
Regina Project
Saskatoon Project

PERSONAL INFORMATION

None.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
New Careers Corporation
Box 1030
Kamsack, Saskatchewan S0A 1S0

Telephone: (306)542-4037

OFFICE OF THE CHIEF ELECTORAL OFFICER

ADDRESS

Legislative Building
2405 Legislative Drive
Regina, Saskatchewan S4S 0B3

MANDATE

The Electoral Office is responsible for running provincial elections for the Legislature under *The Election Act*; plebiscites and referendums under *The Referendum and Plebiscite Act*; and time votes conducted under *The Time Act.*

The Electoral Office is a quasi-independent agency of government, with its own budget, which comes under the umbrella of the Department of Executive Council for administrative matters only.

GENERAL CLASSES OR TYPES OF RECORDS

Composite Maps:
    Moose Jaw
    Prince Albert
    Regina
    Saskatoon
Directory of Cities, Towns, Villages and Hamlets (identifies provincial/federal constituency)
Expense Returns:
    Candidate Election Expense Returns
    Registered Political Party Election Expense Returns
    Registered Political Party Fiscal Expense Returns
Individual Constituency Maps
Provincial Constituency Map
Reports/Booklets:
    Final Report - Electoral Boundaries Commission 1988
    Final Report - Electoral Boundaries Commission 1991
    Provincial Elections in Saskatchewan 1905 - 1986 (to be updated in Spring of 1992)
    Report of Chief Electoral Officer - Twentieth General Election
    Report of Chief Electoral Officer - Twenty-First General Election
    Report of Chief Electoral Officer - Twenty-Second General Election (available in Spring of 1992)
The Election Act

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Executive Council
Legislative Building
2405 Legislative Drive
Regina, Saskatchewan S4S 0B3

Telephone: (306) 787-6351

OIL AND GAS CONSERVATION BOARD

ADDRESS

c/o Energy and Mines
1914 Hamilton Street
Regina, Saskatchewan S4P 4V4

MANDATE

An Oil and Gas Conservation Board has been established. The purpose of this board is to review and provide recommendations on certain issues and on disputes between oil and gas companies.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on general administrative matters, correspondence, minutes of meetings, financial, policy and planning matters and technical industry information to support application, hearings transcripts.

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Energy and Mines
13th Floor, 1914 Hamilton Street
Regina, Saskatchewan S4P 4V4

Telephone: (306)787-2525

PRAIRIE AGRICULTURAL MACHINERY INSTITUTE (PAMI)

ADDRESS

P.O. Box 1900
Humboldt, Saskatchewan S0K 2A0

MANDATE

PAMI's mandate is to improve the design and aid in the selection and use of agricultural machinery in the prairie provinces.

ORGANIZATION

The Organization consists of the Minister of Agriculture and Food; PAMI Board of Directors; Managing Director; Operations Manager; Station Manager - Humboldt; Business Development Engineer; and the Station Manager - Portage la Prairie. The Institute consists of the following divisions: Development Division, Administration Division, Evaluation Division, Research Division, Information Services,

GENERAL CLASSES OR TYPES OF RECORDS

PAMI publications and reports
PAMI Board members

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Prairie Agricultural Machinery Institute
P.O. Box 1900
Humboldt, Saskatchewan S0K 2A0

Telephone: (306) 682-2555

PROVINCIAL MEDIATION BOARD/OFFICE OF THE RENTALSMAN

ADDRESS

2103 - 11th Avenue
Regina, Saskatchewan S4P 3V7

MANDATE

The Provincial Mediation Board assists debtors and creditors by mediating disputes and reaching satisfactory settlements for the payment of indebtedness without the necessity of legal proceedings, and provides budgeting and record keeping assistance.

The Office of the Rentalsman, acting under *The Residential Tenancies Act*, investigates applications and complaints made by landlords and tenants of residential premises, and provides resolutions in the form of mediated settlements and /or quasi-judicial decisions.

The Provincial Mediation Board/Office of the Rentalsman has offices in Regina and Saskatoon.

GENERAL CLASSES OR TYPES OF RECORDS

Abandoned Property
Agricultural Leaseholds Act
Budget and Credit Counselling
Budgeting Assistance (BA)
Debt Counselling (DC)
Disposition of Security Deposit
Immediate Possession
Land Contracts (Actions) Act - Notice of Intention
Land Titles Act - Section 134
Landlord and Tenant Act - Hardship
Mediation of Debts Settlements (MD)
Part X - Bankruptcy Act - Orderly Payment of Debts
Rent Review
Ruling on Dispute
Statutory Rights
Tax Enforcement Proceedings

PERSONAL INFORMATION

Mediation of Debts Settlement (MD); Debt Counselling (DC); Budgeting Assistance (BA); Budget and Credit Counselling (G); and Orderly Payment of Debts (OPD)

Location: Provincial Mediation Board **Information Maintained:** Debtor's name, address, age, education, occupation, sex, SIN number, family composition, assets, liabilities, income; Creditor's name, address, amount of debt, account number, security held; Consolidation Order or agreement to resolve debts **Uses:** To determine debtor's ability to repay debts **Users:** Provincial Mediation Board staff **Type of Individuals:** Debtors and creditors

Tax Enforcement Proceedings

Location: Provincial Mediation Board **Information Maintained:** Property owner's name, address, legal description of land under tax arrears, financial information, proposals to discharge tax arrears, and decision of the Board **Uses:** Determine whether municipalities should be granted consent to apply for title to property under tax arrears **Users:** Provincial Mediation Board staff **Type of Individuals:** Owners of land which is subject of applications by municipalities to take title because of property tax arrears

Landlord and Tenant Act - Hardship

Location: Provincial Mediation Board **Information Maintained:** Tenant's Name, address, family composition, occupation, and description of hardship.; Landlord's name, address and reasons for eviction.; Decisions of the Board **Uses:** To determine whether the tenant can remain in possession of rented property **Users:** Provincial Mediation Board staff **Type of Individuals:** Tenants and landlords who rent commercial and non-urban property

Land Contracts (Actions) Act

Location: Provincial Mediation Board **Information Maintained:** Property owner's name, address, mortgage arrears, Notice of Intention to foreclose, financial information and lender's name and address **Uses:** To assist the Board in providing assistance on foreclosure proceedings to lenders and borrowers in regard to non-rural property **Users:** Provincial Mediation Board staff **Type of Individuals:** Property owners against whom a lender issues a Notice of Intention to foreclose on a mortgage or cancel an agreement for sale

Agricultural Leaseholds Act

Location: Provincial Mediation Board **Information Maintained:** Renter's name, address, full details of lease and description of crop. Landlord's name and address; Decision of the Board **Uses:** Enable the Board to resolve a dispute between a landlord and tenant concerning the completion of the harvest after the lease is terminated **Users:** Provincial Mediation Board Staff **Type of Individuals:** Landlords and tenants subject to applications

Landlord Titles Act - Section 134

Location: Provincial Mediation Board **Information Maintained:** Names and addresses of owners, lender and proposed renter; Reason for lender's proposal to lease land to other than owner; Decision of the Board **Uses:** Enable the Board to decide if consent should be granted to lender's proposal **Users:** Provincial Mediation Board staff **Type of Individuals:** Property owners and proposed renter

Immediate Possession; Abandoned Property; Disposition of Security Deposit; Ruling on Dispute; Rent Review; Enforcement of Statutory Rights

Location: Office of the Rentalsman **Information Maintained:** Landlord and tenant names and addresses, address of rented premises, Residential Tenancies Act application, supporting documents, representations of applicant and respondent, and decisions of the Rentalsman/Provincial Mediation Board **Uses:** Enable the Office of the Rentalsman/Provincial Mediation Board to determine landlord and tenant disputes under The Residential Tenancies Act **Users:** Office of the Rentalsman/Provincial Mediation Board staff **Type of Individuals:** Tenants and landlords (unless incorporated)

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

PUBLIC AND PRIVATE RIGHTS BOARD

ADDRESS

#215 - 3988 Albert Street
Regina, Saskatchewan S4S 3R1

MANDATE

As set out in *The Expropriation Procedure Act*, the Public and Private Rights Board was established to assist landowners whose land is, or is about to be expropriated by a Provincial Government expropriating authority.

ORGANIZATION

The Board is a one-member board and is set up to assist the land owner and expropriating authority in negotiating a settlement deemed fair and equitable by both parties.

The Board conducts investigations into the route, situation or design and the compensation of a public improvement or proposed public improvement.

GENERAL CLASSES OR TYPES OF RECORDS

Client Files
Correspondence with the Department of Justice
Correspondence with the Minister of Justice
Program-related correspondence with government agencies

PERSONAL INFORMATION

Investigations

Location: Public and Private Rights Board **Information Maintained:** File reference; name, address, telephone number of land owner and expropriating authority; Notice of Requirement of Easement; nature of dispute; related correspondence; terms of settlement (if applicable) **Uses:** To assist landowners and expropriating authorities in resolving their disputes **Users:** Public and Private Rights Board staff and mediators **Type of Individuals:** Land owners requesting the assistance of the Public and Private Rights Board and the respective expropriating authority

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

PUBLIC EMPLOYEES' SUPERANNUATION COMMISSION

ADDRESS

c/o Public Employees Benefits Agency
Suite 400A - 2350 Albert Street
Regina, Saskatchewan S4P 4A6

MANDATE

The Public Employees Superannuation Commission is responsible for the administration of the Public Employees Superannuation Plan, its communications and investment activities. The Commission sets policy, reviews the performance of the superannuation fund and the annuity fund, approves special agreements, and enters into contracts for special services (i.e. technical support).

ORGANIZATION

The Commission consists of seven members appointed by the Lieutenant Governor in Council. To discharge its varius duties the Commission uses a number of organizations, including: the Plan Administrator being the Pubilc Employees Benefits Agency, Investment Manager, Custodian, Asset Consultant, and the Actuary.

GENERAL CLASSES OR TYPES OF RECORDS

The Public Employees Benefits Agency maintains the records of the Commission.

Actuarial Valuations
Actuarial Reports
Custodial Reports
Investment Manager Reviews
Investment Performance Reports
Plan Description (i.e. Member Handbook)
Registration of the plan under the *Income Tax Act*
Reciprocal Agreements

PERSONAL INFORMATION

Pension Administration System

Location: Public Employees Benefits Agency **Information Maintained:** Name, address, social insurance number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service, pension benefits **Uses:** To control the collection of contributions, calculation of benefits, and payment of pension benefits **Users:** Public Employees Benefits Agency staff **Type of Individuals:** Individuals who participate or have participated in the pension plan.

Paper Files

Location: Public Employees Benefits Agency **Information Maintained:** Name, address, social insurance number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service and pension benefits, name of spouse, spouse's date of birth, and choice of options for annuity and pension purposes **Uses:** To calculate and pay benefits or special payments (i.e. refunds) to eligible plan members **Users:** Public Employees Benefits Agency staff **Type of Individuals:** Individuals who participate or have participated in the pension plan.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 4A6

Telephone: (306) 787-6532

PUBLIC SERVICE COMMISSION

ADDRESS

2103 11th Avenue
Regina, Saskatchewan S4P 3V7

MANDATE

The mandate includes recruiting and selecting the best candidates; empowering employees through learning; determining job worth by developing and applying classification standards; representing management effectively in employee relations; and contributing towards excellence in administration and information services.

ORGANIZATION

The Public Service Commission has five divisions, namely: Employment Services Division, Employee Relations and Compensation Division, Administrative and Information Services Division, Classification Division and Staff Development Division.

EMPLOYMENT SERVICES DIVISION

The Division is responsible for managing recruitment, selection and related human resource functions for the Saskatchewan public service. Through its branches in Regina and Saskatoon, the Division provides professional services to government departments and agencies and the Saskatchewan public.

GENERAL CLASSES OR TYPES OF RECORDS

Co-op Student Program
Educational Credentials
Employee Assistance Program
Employment Counselling
Employment Equity
Human Resource Staffing Trends
Interchange Canada
Interprovincial Exchange Program
Job Abolition
Redeployment
Saskatchewan/Quebec Government Exchange Program

PERSONAL INFORMATION

Career Profiles

Location: Employment Services Division **Information Maintained:** Career Profile Form Resume **Uses:** Direct search for "hard-to-fill" positions, employment opportunities (secondments, lateral transfers) **Users:** Employment Services Division **Type of Individuals:** All out-of-scope government employees, in-scope employees who are interested in being in the inventory, and external individuals who have expressed an interest in being in the inventory

Clerical Testing

Location: Employment Services Division **Information Maintained:** General information on clerical testing, schedule of when testing is done; name of individual, typing exams, examination results **Uses:** To determine if and when an individual has written and whether or not they have qualified **Users:** Employment Services Division **Type of Individuals:** Individuals who have written the Public Service Commission clerical and/or typing exams

Re-employment

Location: Employment Services Division **Information Maintained:** names of individuals who have re-employment rights with the government **Uses:** To re-employ individuals **Users:** Employment Services Division and CUPE facilitators **Type of Individuals:** Individuals with re-employment rights

Relocation

Location: Employment Services Division **Information Maintained:** Relocation Policy and requests from individuals and departments for relocation assistance **Uses:** To refer to the Relocation Policy **Users:** Employment Services Division **Type of Individuals:** Individuals who have requested assistance under the Relocation Policy

Summer Student Program

Location: Employment Services Division
Information Maintained: Resumes **Uses:** To staff government positions under the Summer Student Program **Users:** Non-Permanent Resourcing Unit of the Public Service Commission
Type of Individuals: Individuals who have applied for the Summer Student Program

STAFF DEVELOPMENT DIVISION

The Staff Development Division provides developmental opportunities to public service employees.

The Staff Development Unit enhances the job performance of employees, by providing developmental opportunities through seminars and conferences for both managers and employees. The Organizational Change Unit pursues change to produce results by providing consulting services including: team building, service management, strategic planning, operational planning, performance management and organizational development, including mission statement definition.

GENERAL CLASSES OR TYPES OF RECORDS

Course Design
Course Participant Registrations
Federal/Provincial Interchange Program
Western Career Assignment Program

PERSONAL INFORMATION

None

CLASSIFICATION DIVISION

The mandate of this Division is to determine job worth by developing and applying classification standards. Its goal is to provide fair and equitable treatment for all employees. To carry out this mandate, the Division has two work units based on daily operations and class plan development.

GENERAL CLASSES OR TYPES OF RECORDS

Classification Joint Council
Classification Plan Development
Classification Specifications

PERSONAL INFORMATION

None

EMPLOYEE RELATIONS AND COMPENSATION DIVISION

The Employee Relations and Compensation Division provides comprehensive labour relations, compensation research and administration services to the government. The Division negotiates two collective agreements covering approximately 10,000 employees appointed pursuant to *The Public Service Act* and provides a similar service to those agencies of government that are responsible for appointing their own employees, but which do not have a collective bargaining service.

GENERAL CLASSES OR TYPES OF RECORDS

Conflict of Interest
Decentralization
Early Retirement
Mandatory Retirement
Political Activities
Sexual Harassment
Work and Family Responsibilities

PERSONAL INFORMATION

None

ADMINISTRATIVE AND INFORMATION SERVICES DIVISION

The Administrative and Information Services Division is comprised of Executive Administration, Administrative and Financial Services, Communications and Information Services which together provide responsive and effective service to the Public Service Commission and other government departments.

GENERAL CLASSES OR TYPES OF RECORDS

Clear Language

PERSONAL INFORMATION

Government Central Registry

Location: Public Service Commission Vault **Information Maintained:** Personal files, competition files, position files **Uses:** Listing of all activities with respect to personnel, all positions within the Government of Saskatchewan and all information pertaining to competitions in the Public Service **Users:** Government departments, employees, public (for verification purposes only) **Type of Individuals:** All Government of Saskatchewan employees with the exception of casual and Labour Service employees

Public Service Commission (Council)

Location: Chairman's Office **Information Maintained:** All documentation relating to appeals under section 37 of *The Public Service Act* to the Public Service Commission (Council) including correspondence from appellant and the Public Service Commission **Uses:** To seek information if questions arise regarding specific appeals **Users:** Employees within the public service who have launched an appeal under section 37 of *The Public Service Act* **Type of Individuals:** Employees who have filed appeals

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Public Service Commission
4th Floor, 2103 11th Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-7555

PUBLIC SERVICE SUPERANNUATION BOARD

ADDRESS

c/o Public Employees Benefits Agency
Suite 400A - 2350 Albert Street
Regina, Saskatchewan S4P 4A6

MANDATE

The Public Service Superannuation Board is responsible for the administration of the Public Service Superannuation Plan, Anti-Tuberculosis League Superannuation Plan, and the Saskatchewan Transportation Company Superannuation Plan. The board sets policy, reviews the performance of the Anti-TB League and STC Superannuation Funds, approves the payment of allowances and addresses issues and concerns from employers and plan members.

ORGANIZATION

The board consists of three members who are appointed by the Lieutenant Governor in Council.

To discharge its various duties the supervisory board uses a number of organizations: including the Plan Administrator being the Public Employees Benefits Agency; Investment Manager; Custodian; Asset Consultant; and the Actuary.

GENERAL CLASSES OR TYPES OF RECORDS

The Public Employees Benefits Agency maintains the records of the supervisory board.

Actuarial Reports
Actuarial Valuations
Custodial Reports
Investment Manager Reviews
Investment Performance Reports
Plan Description (ie. Member Handbook)
Reciprocal Agreements
Registration of the plan under the *Income Tax Act*

PERSONAL INFORMATION

Paper Files

Location: Public Employees Benefits Agency **Information Maintained:** Name, address, social insurance number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service and pension benefits, name of spouse, spouse's date of birth, and choice of options for annuity and pension purposes **Uses:** To calculate and pay benefits or special payments (ie. refunds) to eligible plan members **Users:** Staff of the Public Employees Benefits Agency **Type of Individuals:** Individuals who participate or have participated in the pension plan.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 4A6

Telephone: (306) 787-6532

RENT APPEAL COMMISSION

ADDRESS

8th Floor, 122 3rd Avenue North
Saskatoon, Saskatchewan S7K 2H6

MANDATE

The Rent Appeal Commission hears appeals, by landlords and tenants, of decisions made by the Rentalsman and The Residential Tenancies Rent Review Board under *The Residential Tenancies Act*.

GENERAL CLASSES AND TYPES OF RECORDS

Appeals

PERSONAL INFORMATION

Rent Appeal Commission - Appeals

Location: Rent Appeal Commission **Information Maintained:** Landlord and tenant names and addresses, address of rented premises, application to appeal Residential Tenancies Act decision of the Office of the Rentalsman or Provincial Mediation Board, grounds for appeal, complete file containing all documentation on which decisions of Rentalsman/Provincial Mediation Board were based, representations of both parties to appeal, and decisions of the Commission **Uses:** To enable Rent Appeal Commission to determine appeals **Users:** Rent Appeal Commission staff **Type of Individuals:** Landlords and tenants

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

RURAL DEVELOPMENT

ADDRESS

3085 Albert Street
Regina, Saskatchewan S4S 0B1

MANDATE

The business of Rural Development is agricultural development, community development, and municipal development. These are accomplished by providing support, information and by transferring technology to clients.

ORGANIZATION

Rural Development is organized into four divisions: Administration, Revenue and Municipal Services; Community Development Services; Information and Resource Management Services; and Transportation Services Divisions. The two support functions (Communications and Human Resources) operate under the leadership of the Deputy Minister and Executive Management.

Communications is responsible for external and internal communication of programs, policies and accomplishments consistent with the Department's mission.

Human Resource services are facilitated jointly through the Agriculture and Food's Human Resources Branch.

DEPUTY MINISTER'S AND EXECUTIVE OFFICES

The Deputy Minister's and Executive Offices provide leadership and direction for the overall management of the department.

GENERAL CLASSES OR TYPES OF RECORDS

Agencies of Government
Boards and Committees
Branches/Units in Rural Development
Organization and Procedures
Other Agencies
Policies and Programs
Special Projects and Studies

PERSONAL INFORMATION

None

Human Resources

Human Resource services are facilitated through Agriculture and Food's Human Resources Branch. Human Resources provide staffing, classification, staff relations, staff development, and payroll services. The branch also provides policy direction and guidance relating to personnel administration and management.

GENERAL CLASSES OR TYPES OF RECORDS

Branch Files

PERSONAL INFORMATION

None

Communications

Communications coordinates the department's external and internal communications and marketing activities, including publications, press releases, advertising and special events. The branch also coordinates research activities and writing resources, and operates the Department Inquiry Line.

GENERAL CLASSES OR TYPES OF RECORDS

Media Contacts
Official Openings and Special Events
Resource Centre/Library Services
Grid Road Map
Community Profiles
Publications

PERSONAL INFORMATION

None

ADMINISTRATION, REVENUE AND MUNICIPAL SERVICES DIVISION

This division includes the Finance and Administration Branch and the Municipal Services Branch.

Finance and Administration Branch

The branch is responsible for providing comprehensive financial and administrative services which support the effective and efficient management of the department and its resources. The branch consists of three units: Revenue Services, Support Services and Systems Services.

Revenue Services

Revenue Services accounts for, reports on, and collects Rural Development receivables and revenues.

GENERAL CLASSES OR TYPES OF RECORDS

Crown Land Management System
Land Bank Land Acquisition Files
Lease Agreement and Sale Agreement Files

PERSONAL INFORMATION

Land Bank Land Acquisition Files

Location: Revenue Services Unit **Information Maintained:** Land appraisals and documents leading to the acquisition of privately owned farmland by the Saskatchewan Land Bank Commission **Uses:** To verify the acquisition cost or description of lands acquired by the Saskatchewan Land Bank Commission **Users:** Rural Development staff **Type of Individuals:** Farmers who sold deeded farm land to the Saskatchewan Land Bank Commission

Support Services

Support Services coordinates and provides services in budget preparation, procurement, accounts payable, mail, space accommodation, government vehicles, forms, telecommunications and fiscal management. The unit also processes grants and payments to rural municipalities.

GENERAL CLASSES OR TYPES OF RECORDS

See Common Records

PERSONAL INFORMATION

None

Systems Services

Systems Services manages and delivers computer technology to the department.

GENERAL CLASSES OR TYPES OF RECORDS

Geographic Information System
SCAN - Saskatchewan Communication Area Network

PERSONAL INFORMATION

None

Municipal Services Branch

Planning and Advisory services are provided to elected and appointed rural municipal officials, developers and the general public, in aspects of municipal law, administration, and accounting as well as community planning.

GENERAL CLASSES OR TYPES OF RECORDS

Planning Services

Abandoned Railway Rights-of-Way Program
Applications to Subdivide Land under The Planning and Development Act
Dedicated Lands
Environmental Assessment Review Process,
Guidelines - Land Use Proposals
Land Use Policy and Zoning Bylaws for Rural Municipalities
Major Development Proposals
Municipal Boundary/Division and Status Changes
Organized Hamlets

Advisory Services

Assessments
Auditors
Boards and Committees
Grants and Taxes
Municipal Directory
Municipal Financial Reporting
Saskatchewan Association of Rural Municipalities (S.A.R.M.)
Saskatchewan Urban Municipalities Association (S.U.M.A.)
Provincial Association of Resort Communities of Saskatchewan (P.A.R.C.S.)

PERSONAL INFORMATION

Rural Board of Examiners

Location: 3085 Albert Street **Information Maintained:** Certificates of qualification; appeal of dismissal **Uses:** To provide verification of qualified administrators **Users:** Rural Municipal Administrator's Association of Saskatchewan; Rural Municipalities and Urban Board of Examiners **Type of Individuals:** Rural Municipal Administrators

COMMUNITY DEVELOPMENT SERVICES

Community Development Services is responsible for delivering socio-economic development programs, products and services which enable communities to establish and maintain effective, self-sufficient development organizations.

GENERAL CLASSES OR TYPES OF RECORDS

Capital Grant (MEDCG) Program
Catalogue of Opportunities for Rural Areas (CORA)
Community Economic Development (CED) Program
Community Education Program
Community Promotion Program
Municipal Economic Development
Rural Development Corporation (RDC) Program

PERSONAL INFORMATION

None

INFORMATION AND RESOURCE MANAGEMENT SERVICES DIVISION

This division includes Crown Lands, Policy and Program Initiatives, and Client Services Branches.

Crown Lands Branch

Crown Lands is responsible for the administration of approximately nine million acres of Crown lands. Properties are classified for best use and are sold or leased to farmers and ranchers. The branch also operates 56 provincial community pastures serving 3000 livestock producers. Other activities include the administration of surface leases for petroleum, and gas activities, special projects and extension activities in land use and forage management.

GENERAL CLASSES OR TYPES OF RECORDS

Agriculture and Food
Boards, Commissions and Crown Corporations
Community Pastures
Crown Land Sales
Indian Land Entitlements
Land Files
Land Ownership - Rail Line Abandonment
Lands Appeal Board
Lease Files
Legislation
Partner Agencies
Petroleum and Gas Leases
Roadway Plans
Township Plats

PERSONAL INFORMATION

Crown Land Management System

Location: 3085 Albert Street **Information Maintained:** Accounts receivable information, client information; Lease, permit or sale agreement information; Improvement purchases, land purchases, or promissory note information; Land related information; Collection of revenues **Uses:** Information is used to administer leases, permits, and sale agreements for Crown agricultural lands **Users:** Rural Development staff **Type of Individuals:** Farmers who lease or purchase Crown land

Lease Agreement and Sale Agreement Files

Location: 3085 Albert Street **Information Maintained:** Files contain the original copy of the lease or sale agreement, copies of most correspondence directed to agreement holders, copies of all correspondence received from agreement holders, and records of action taken in the course of administering the agreement **Uses:** Original record of lease and sale agreements, and related correspondence **Users:** Rural Development **Type of Individuals:** Farmers who lease or purchase Crown land

Policy and Program Initiatives Branch

Policy and Program Initiatives has two primary roles: (i) evaluate department needs for new policy and programs and (ii) review on going, existing department programs.

GENERAL CLASSES OR TYPES OF RECORDS

Policy Files - Crown Lands
Project Files

PERSONAL INFORMATION

None

Client Services Branch

Client Services provide support service to participating agencies of the rural service network and ensure access of information for the general public.

GENERAL CLASSES OR TYPES OF RECORDS

Policies/Programs (application forms)
Rural Service Centres
Rural Service Network
Video Library

PERSONAL INFORMATION

None

TRANSPORTATION SERVICES DIVISION

This division includes Bridge and Ferry Services, Road Services and Transportation Planning Branches.

Bridge and Ferry Services Branch

Bridge and Ferry Services provide technical and financial assistance to 298 rural municipalities for the construction and maintenance of bridge and culvert structures under their jurisdiction.

The branch is also responsible for the operation and maintenance of 13 cable ferries, situated along the Saskatchewan River system.

GENERAL CLASSES OR TYPES OF RECORDS

Bridge Services

Assistance Schedules
Policy and Regulations
Statistics

Ferry Services

Policy and Regulations
Statistics

PERSONAL INFORMATION

None

Road Services Branch

Road Services is responsible for the management of Conditional Revenue Sharing grants programs. These primarily involve the construction and maintenance of a designated road system in 298 rural municipalities. It includes provision of engineering advice and technical field services to rural municipalities.

GENERAL CLASSES OR TYPES OF RECORDS

Boards, Commissions and Associations
Policies, Programs and Regulations
Statistics

PERSONAL INFORMATION

None

Transportation Planning Branch

This Branch is responsible for designating roads eligible for provincial assistance and co-ordinating road planning in 298 rural municipalities, 277 urban municipalities with urban connectors and 61 Indian reserves. They also are responsible for research into transportation issues and policies; administration of unconditional revenue sharing grants to rural municipalities and organized hamlets; research, technical and financial assistance to improve traffic safety on municipal roads; as well as development of road programs and policies including assistance rates; road inventory and traffic count programs; and drafting and cartographic services including distribution of municipal maps to the public.

GENERAL CLASSES OR TYPES OF RECORDS

Government Agencies, Boards, Commissions and Associations
Indian Reserve Maps/Correspondence
Municipal Road Signing
Municipal Road Traffic Studies and Statistics
Organized Hamlet Grants
Policies and Regulations
Rail Line Abandonment
Research Reports
Road Infrastructure Needs
Road Programs
Road Rationalization
Rural Municipal Traffic Sign Maps
Rural Municipality Planning Files
Statistics
Timber Haul Road Maintenance
Traffic Count/Classification Equipment
Traffic Safety
Unconditional Grants
Urban Planning Files

Drafting Services

Abandoned Railway Plans
Community Pasture Plans
Development Plans
Geographic Information System (GIS) Pilot Project
Provincial Municipal Boundary Base Map
R.M. Base Maps
R.M. Inventory Maps
R.M. Project Maps
R.M. Traffic Flow Maps
R.M. Zoning Bylaw Maps
Railway Crossing Plans
Road Location Plans
Road Profile Plans
Rural Development District Boundary Maps

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information And Privacy
Administrative Co-ordinator
Rural Development
3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 787-5173

SASKATCHEWAN ALCOHOL AND DRUG ABUSE COMMISSION

ADDRESS

1942 Hamilton Street
Regina, Saskatchewan S4P 3V7

MANDATE

The Saskatchewan Alcohol and Drug Abuse Commission's (SADAC) mandate is to reduce alcohol and other drug problems.

The objectives of SADAC are to promote healthy attitudes and behaviour regarding alcohol and drug problems; to promote greater community awareness of alcohol and other drug problems; to promote greater community action toward reducing alcohol and other drug problems; to intervene in the irresponsible use and abuse of alcohol and other drugs through early intervention, prevention and treatment services; and, to assist chemically dependent persons to change their behaviour and achieve an abstinent lifestyle.

ORGANIZATION

Organizationally, SADAC is divided into Provincial and Regional Services. Provincial Services includes Administration, Prevention and Training, Evaluation and Research Divisions. Regional Services includes treatment centres in Regina and Saskatoon and fifteen regional offices.

GENERAL CLASSES OR TYPES OF RECORDS

Addictions Agencies Outside Saskatchewan
Audio Visual Resource Direction
Central Region
Drug Awareness Week
Employment Equity Program
Evaluation and Research
External Communication Files
Federal/Provincial Correspondence
Files - Management Committee
Funded Agency Agreements
Funding Requests/Grants/Proposals
Funding Proposal Requests
Issues/Policies/Studies
Legal Correspondence
Media Listing
Methadone Program
Northern Region
Planning Files
Policy/Standards Manuals
Practice Enrichment Awards
Prevention and Training
Program Development
Provincial Services
Provincial Listing
Regional Services
SADAC Board
SADAC Funded Agencies
Saskatchewan Government Departments and Agencies
Saskatchewan Organizations Correspondence
SMRS
Southern Region
Theatre Project Licensing
Training/Education Opportunities
Treatment
Workshops/Conferences/Committees

PERSONAL INFORMATION

Client Information System

Location: Prevention and Training Division **Information Maintained:** Date of course, name, age, gender, address, date of course **Uses:** Assists in monitoring and implementation of programs **Users:** Prevention and Training Division staff, research personnel **Type of Individuals:** Persons who have facilitated and/or participated in the above mentioned programs

Saskatchewan Server Intervention Program

Location: Prevention and Training Division **Information Maintained:** Names of participants, Workshop locations, dates and participant numbers/workshop **Uses:** Assist in monitoring implementation of program throughout province's hospitality industry **Users:** Saskatchewan Server Intervention Program Committee, hospitality industry representatives **Type of Individuals:** Any individual who has participated in an "It's Good Business" seminar

Client Information System

Location: Evaluation and Research Branch **Information Maintained:** Admission information; facility number, personal health number, date of admission, name, age, date of birth, gender, ethnic background, marital status, education, employment status, occupation, community code, type of client, type of problem, service agency, referral source, drug use in past year, non-medical injection drug use, legal status, number criminal convictions in past 5 years, number previous admission; Discharge information; number of sessions, case disposition, funding code, employment notes, referral to self help group, other referrals, date of discharge, service provider, staff code **Uses:** Compile service statistics, evaluate client trends, provide data for research studies **Users:** Administrative staff, program officials, funded agency facilities and researchers **Type of Individuals:** Persons who have received inpatient, outpatient, assessment or referral services from SADAC and its funded agencies

Rehabilitation Facilities Operated by SADAC:

The Myers Recovery Centre provides assessment, out-patient and day-patient programs for chemically dependent clients and their families.

Calder Rehabilitation Centre in Saskatoon provides in-patient programs for chemically dependent clients and their families. The Out-Patient Centre also provides assessment, referral and individual and group counselling for chemically dependent clients and family members. Other special programs include information, early recovery and relapse prevention groups as well as adolescent programs.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information & Protection of Privacy
Administrative Co-ordinator
Health
3475 Albert Street
Regina, Saskatchewan S4S 6X6

Telephone: (306) 787-0233

SASKATCHEWAN ARCHIVES BOARD

ADDRESS

3303 Hillsdale Street
University of Regina
Regina, Saskatchewan S4S 0A2

MANDATE

Administers *The Archives Act;* acquires, preserves, arranges and describes significant documentary records in all media from government and private sources that relate to the history of Saskatchewan; obtains from Saskatchewan government agencies relevant non-current records through statutory control and from private sources through donation or purchase; makes accessible and encourages the use of the province's collected documentary heritage.

ORGANIZATION

A joint university-government agency, the Board is a corporate body with membership consisting of two appointments by Lt. Governor-in-Council, one each by the Universities of Regina and Saskatchewan, and the Legislative Librarian as the fifth member. The Board is headed by a chairperson. The staff and operation of the provincial archives is administered by the Provincial Archivist. Facilities for administration, consultation and research are located in Regina and Saskatoon.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information selected for permanent preservation from most government agencies. Also contain information concerning individuals who lived in Saskatchewan or who contributed to the growth and development of the province; corporate records of various organizations; ministerial papers; general administrative and operational records associated with the acquisition, preservation, arrangement and availability for research of historical records.

There are records contained in the Maps and Architectural Drawings, Sound and Moving Image, and Historical Photographs Sections, as well as unprocessed records in storage which are government records. These will appear in a revised edition of the Directory.

Private records in whatever media, are exempt from *The Freedom of Information and Protection of Privacy Act.* Access to these records is defined through donor agreement.

Accession Records
Arrangement and Description Records
Document transfer/removal forms, cataloguing
  worksheets.
Automation
Cabinet Submissions
Catalogue and Card Indexes
Collections
Disposal, Transfer and Preservation
Directories
Grants
Guides, Inventories, and Finding Aids to
  Archival Holdings (all media)
Microfilm, Photostat and Photographic
Reproductions
News Releases
Public Documents Committee
Records Retention
Reel Information Sheets
Researcher Registration Records
Restricted Records Material
Saskatchewan History
Stack Access Database to Archival Holdings.
Tours

Records relating to the following agencies:

Advisory Council
Advisory Planning Committee on Medical Care
Agricultural Implements Board
Agricultural Machinery Board
Board of Highway Commissioners
Board of Revenue Commissioners
Brown-Elwood Royal Commission
Bryant Charges Commission
Budget Bureau
Bureau of Child Protection
Bureau of Labour and Public Welfare
Bureau of Publications
Bureau on Alcoholism
Canteen Funds Inquiry Commission
Church Property Commission
Commission of Inquiry re: Practices of old
Colony Mennonite Church
Commission on Little Manitou Lake
Constituency Boundaries Commission
Crop Insurance Board
Department of Agriculture

Department of the Attorney-General
Department of Co-operation and Co-operative Development
Department of Culture and Recreation
Department of Culture and Youth
Department of Education
Department of Environment
Department of Finance
Department of Government Services
Department of Health
Department of Highways
Department of Industry and Commerce
Department of Justice
Department of Labour
Department of Mineral Resources
Department of Municipal Affairs
Department of Natural Resources
Department of Parks and Renewable Resources
Department of the Provincial Secretary
Department of Public Health
Department of Public Works
Department of Railways
Department of Reconstruction and Rehabilitation
Department of Social Services
Department of Social Welfare
Department of Social Welfare and Rehabilitation
Department of Supply and Services
Department of Telephones
Department of the Territorial Secretary
Department of Tourism and Renewable Resources
Department of Tourism and Small Business
Economic Advisory and Planning Board
Executive Council
Executive Committee
Farm Machinery Commission
Golden Jubilee Choir
Government Finance Office
Grain Markets Commission
Haultain Royal Commission
Highway Traffic Board
King's Printer
Land Titles Office
Land Utilization Board
Legislative Assembly Office
Legislative Library
Lieutenant-Governor
Live Stock Commission
Local Government Board
Local Government Continuing Committee
Medical Care Insurance Commission
Milk Control Board
Milk Inquiry Commission
Mineral Contracts Renegotiation Board
North-West Territories Council
Office of the Lieutenant Governor
Office of the Master of Titles
Office of the Superintendent of Insurance
Penal Commission
Power Resources Commission
Premier's Office
Provincial and Municipal Taxation Inquiry Commission
Provincial Auditor
Provincial Library
Provincial Mediation Board
Public Service Commission
Public Service Inquiry Commission
Regina Riot Inquiry Commission
Revised Statutes of Saskatchewan
Royal Commission About the Morang Text-Book Contract
Royal Commission on Certain Mineral Transactions
Royal Commission on Education
Royal Commission on Forestry
Royal Commission on the Welfare of Blind Persons
Royal Commission on University Organization and Structure
Royal Grain Inquiry Commission
Saskatchewan Archives Board
Saskatchewan Diamond Jubilee and Centennial Corporation
Saskatchewan Diamond Jubilee Corporation
Saskatchewan Economic Development Board
Saskatchewan Economic Development Corporation
Saskatchewan Farm Loan Board
Saskatchewan Government Insurance
Saskatchewan Government Purchasing Agency
Saskatchewan Government Telephones
Saskatchewan Guarantee and Fidelity Company Limited
Saskatchewan Land Bank Commission
Saskatchewan Liquor Board
Saskatchewan Power Corporation
Saskatchewan Property Management Corporation
Saskatchewan Relief Commission
Saskatchewan Science Council
Saskatchewan Securities Commission
Saskatchewan Telecommunications
Saskatchewan Water Resources Commission
School for the Deaf
Southeast Regional College
South Saskatchewan River Development Board
South Saskatchewan River Development Commission
Treasury Department
University Organization and Structure Commission
Wascana Centre Authority
Western Development Museum
Wetmore Royal Commission
Woods Royal Commission on Hospital Privileges

PERSONAL INFORMATION

Contain information on individuals, collected for operational purposes or as part of the Archival Collection for historical or research purposes.

PERSONAL INFORMATION (Archives)

Bibliography of Genealogical Sources

Location: Regina Office **Information Maintained:** Name, Address, Phone Number, Association or Affiliation, Book Titles, Organizations, Area of Francophone and/or Indian and Metis Specialization **Uses:** Archives **Users:** Francophone Archivist and Researchers **Type of Individuals:** Specialists and Genealogists

Correspondence Files

Location: Regina Office **Information Maintained:** Name and Address of Individual, Group, etc., Request for information, Reply by staff **Uses:** Archives **Users:** Archives Staff **Type of Individuals:** Researchers, Interested Parties

Donor Agreement Records

Location: Regina and Saskatoon Offices **Information Maintained:** Name of Individual, Association, etc., Name of Papers, Research/Access Restrictions on Collection, Correspondence regarding donation **Uses:** Archives **Users:** Archivists **Type of Individuals:** Donors

Donor Card Index for Historical Photographs Section

Location: Regina Office **Information Maintained:** Name, Address, Accession Number, Collection Number **Uses:** Historical Photographs Section **Users:** Photographs Staff **Type of Individuals:** Donors

Enquiries Management Database

Location: Regina Office **Information Maintained:** Name, Address, Subject, Date of receipt and Response, Sources consulted, Time Spent in Research, File Reference Number **Uses:** Archives **Users:** Reference Staff **Type of Individuals:** Researchers

Index of Names/Contacts Related to Fransaskois Archives

Location: Regina Office **Information Maintained:** Name, Address, Telephone Number, Affiliation **Uses:** Francophone Archives **Users:** Francophone Archivist **Type of Individuals:** Contact people in Archives, Education, Indian and Metis matters, Media, and other areas

Inter-Library Loan Database

Location: Regina Office **Information Maintained:** Name of Library, Individual Borrowing Record, Address, Record Borrowed **Uses:** Archives **Users:** Reference Staff **Type of Individuals:** Researchers

Mailing Lists

Location: Regina and Saskatoon Offices **Information Maintained:** Name and Address of Individuals, Associations, Groups **Uses:** Annual Report, Saskatchewan History Distribution **Users:** Archives Staff **Type of Individuals:** Interested Parties

Photographers' Indexes

Location: Regina Office **Information Maintained:** Name, Address, Photograph Numbers (of records in collection) **Uses:** Historical Photographs Section **Users:** Photographs Staff **Type of Individuals:** Photographers

Researcher Registration Database

Location: Regina Office **Information Maintained:** Name, address, research subject **Uses:** Archives **Users:** Reference Staff **Type of Individuals:** Researchers and Visitors

PERSONAL INFORMATION (Collection)

BUREAU OF PUBLIC HEALTH, Hospital Records of Government Aided Institutions, 1922 (R-777)

Location: Regina Office **Information Maintained:** Name of Hospital, Individual, Date of admission and discharge, Number of days confined; Total cost **Uses:** Research; **Users:** Researchers **Type of Individuals:** Patients

DEBT ADJUSTMENT BOARD, Administrative Records, Monthly Returns and Case Files from Arcola, Swift Current and Yorkton Judicial Districts, 1932-1946 (Micro. R-2.271 to 2.276a; R-2.223 to 2.238 pt., 2.239 pt. to 2.241; 2.277; R-2.195 to 2.217a)

Location: Regina Office **Information Maintained:** (case files): Name, Address, Detailed financial information; Land description; Marital status; Number of children; Lists of assets; creditors, etc., **Uses:** Research **Users:** Researchers **Type of Individuals:** Debtors

DEPARTMENT OF AGRICULTURE, Plant Industry Branch, Records Relating to Alfalfa Seed Projects, Cooperative Pastures, Fodder Policy; Ledgers Indicating Farmers who have Applied for Assistance in Converting Marginal Land to Perennial Forage Production; 1952-1969 (R-539)

Location: Regina Office **Information Maintained:** (ledgers): Name, Address, Land Description, Number of Acres **Uses:** Research **Users:** Researchers **Type of Individuals:** Farmers

DEPARTMENT OF THE ATTORNEY-GENERAL, Case Files Relating to Charges Laid Under the Liquor Act, Vehicle Act and Criminal Code, 1961-1970 (R-708) [Sampled]

Location: Regina Office **Information Maintained:** Name, Date of Birth, Address, Occupation, Nationality, Charge, Disposition, Facts of Case **Uses:** Research; **Users:** Researchers **Individuals of Bank:** Persons charged under the Liquor Act, Vehicle Act and Criminal Code

DEPARTMENT OF THE ATTORNEY-GENERAL, Case Files Relating to Charges Under the Criminal Code, 1961-1970 (R-321.2) [Sampled]

Location: Regina Office **Information Maintained:** Name, Address, Age, Charge, Statements, Summaries of police investigation, Correspondence with prosecutor and defense, etc. **Uses:** Research **Users:** Researchers **Type of Individuals:** Persons charged with a criminal offense

DEPARTMENT OF THE ATTORNEY-GENERAL, Deputy Minister's Office, Lists of Volunteers & Reservists Resident to Saskatchewan, Names of Wives of Soldiers, 1914-1915 (R-270.2)

Location: Regina Office **Information Maintained:** (Volunteers and Reservists): Name, Rank, Address, Regiment Number; (Wives): Name, Address, Husband's Regiment **Uses:** Research **Users:** Researchers **Type of Individuals:** Volunteers, Reservists, Wives of Soldiers

DEPARTMENT OF THE ATTORNEY-GENERAL, Records Relating to Individual and Groups Suspected of Unpatriotic Activities with an Index of Names, c.1939-1946 (R-604)

Location: Regina Office **Information Maintained:** Name, Address, statements on character and activities; miscellaneous information **Uses:** Research **Users:** Researchers; **Individual in Bank:** Persons charged under the Defense of Canada Regulations

DEPARTMENT OF THE ATTORNEY-GENERAL, Office of the Official Guardian, Notices Issued Under *The Infants Act*, Consents and Certificates Issued Under *The Land Titles Act*, 1918-1948 (R-272) [Sampled]

Location: Regina Office **Information Maintained:** Name, details of property, letters of administration or probate, Information on the disbursement of moneys, Medical reports; **Uses:** Research **Users:** Researchers **Type of Individuals:** Deceased persons, minor beneficiaries, mentally incompetent persons

DEPARTMENT OF EDUCATION, Index to Teachers, 1908-1927 (R-177.11)

Location: Regina Office **Information Maintained:** Name, School District, Address, Certificate Number, Wages, Type of Certificate, Year **Uses:** Research **Users;** Researchers **Type of Individuals:** Teachers

DEPARTMENT OF EDUCATION, Grade VIII Examination Results, 1910-1931 (R-177.10/3)

Location: Regina Office **Information Maintained:** Name, Address, Age, School District, Examination Centre, Examination Results **Uses:** Research **Users:** Researchers **Type of Individuals:** Students

DEPARTMENT OF EDUCATION, Nationality of School Districts, List of Married Female Teachers, List of Teachers Who are Sisters, 1906-1923 (R-177.10/4)

Location: Regina Office **Information Maintained:** (Married Female Teachers): Married Name, Maiden Name, Year of Teacher, Registration; (Sisters): Secular name, Religious Name, Year of Teacher Registration **Uses:** Research **Users:** Researchers **Type of Individuals:** Married Female Teachers, Teaching Sisters

DEPARTMENT OF EDUCATION, Permanent Record of Students, Regina Normal School, 1915-1920 (R-177.11)

Location: Regina Office **Information Maintained:** Name, date and place of birth, previous professional training, teaching experience, religion, health, next of kin, academic record, position secured on graduation **Uses:** Research **Users:** Researchers **Type of Individuals:** Students

DEPARTMENT OF EDUCATION, Register of Certificates Granted to Teachers by the Department, 1903-1904 (R-177.11)

Location: Regina Office **Information Maintained:** Name, Certificates Granted, Dates, References, Educational Background **Uses:** Research **Users:** Researchers **Type of Individuals:** Teachers

DEPARTMENT OF EDUCATION, Superintendents' Reports and Teachers Lists, 1906-1966 (R-177.10/10)

Location: Regina Office **Information Maintained:** (Superintendents' Reports): Name, Address, Experience, Tuberculosis Test Date; Personal Ability Comments; (Teachers Lists): Name, address In or Out of Town **Uses:** Research **Users:** Researchers **Type of Individuals:** Teachers

DEPARTMENT OF EDUCATION, Teachers Lists, 1963-1971 (R-177.9)

Location: Regina Office **Information Maintained:** Names, Address, School Unit, Number of Pupils, Grades Taught, Salary, Type of Certificate, Year Appointed; **Uses:** Research **Users:** Researchers **Type of Individuals:** Teachers

DEPARTMENT OF EDUCATION, Teachers' Reading Course, 1912-1929 (R-177.11)

Location: Regina Office **Information Maintained:** Name, Certificate Class, Courses Taken and Completed. **Uses:** Research **Users:** Researchers **Type of Individuals:** Teachers

DEPARTMENT OF EDUCATION, Teachers Superannuation Commission, Inactive Teachers Registers, 1912-1938 (R-329)

Location: Regina Office **Information Maintained:** Name, Age, Address, Birthplace, Type of Certificate, Professional Training **Uses:** Research **Users:** Researchers **Individual in Bank:** Teachers

DOMINION LANDS BRANCH/SASKATCHEWAN LANDS BRANCH, Homestead Records, c.1880s-c.193Os (R-8.1 to R-8.1714; Saskatoon).

Location: Regina Office and Saskatoon Office **Information Maintained:** Land Description, Name, Address, Occupation, Date of Naturalization, Number in family, Nationality, Country of origin, Date of entry, Details of land improvements, Stock held, Cultivation on land, Value of dwelling, Date of patent, etc. **Uses:** Research **Users:** Researchers **Type of Individuals:** Homesteaders

DEPARTMENT OF HEALTH, Psychiatric Services Branch, Weyburn Psychiatric Centre, Correspondence, Minutes, Briefs and Reports, Register of Patients, 1921-1975 (R-626)

Location: Regina Office **Information Maintained:** (Register): Name, Date of Admission, Place of Birth, Race, Residence, Sex, Age, Number of Children, Occupation, Education, Religion, Diagnosis, Result **Uses:** Research **Users:** Researchers **Type of Individuals:** Patients

DEPARTMENT OF HEALTH, Regional Health Service Branch, Hospital Patient Records and Charts, 1942-1957 (R-658)

Location: Regina Office **Information Maintained:** Name, Race, Age, Religion, Details of health, Medical History **Uses:** Research **Users:** Researchers **Type of Individuals:**

DEPARTMENT OF JUSTICE, Regina Correctional Centre, Closed Inmate Files, 1969-1981 (R-949, R-949.2, R-1120) [Sampled]

Location: Regina Office **Information Maintained:** Name, Age, Address, Next of Kin, Fingerprints, Nationality, Racial origin, Date and place of birth, Occupation, Physical description, Scars or tattoos, Details of charge, Period of incarceration **Uses:** Research **Users:** Researchers **Type of Individuals:** Inmates

DEPARTMENT OF LABOUR, Occupational Health and Safety Branch, Record of Engineers' Certificates, 1901 - c.1930 (R-688)

Location: Regina Office **Information Maintained:** Name, City or Town of Residence, Date, Certificates Issued **Uses:** Research **Users:** Researchers **Type of Individuals:** Engineers

DEPARTMENT OF MUNICIPAL AFFAIRS, Assessment Roll and Register for the Large Local Improvement Districts Nos. 601-639, 1909 (Micro. S.5.2)

Location: Saskatoon Office **Information Maintained:** Name, Land description, Owner/Renter, Acreage, Amount assessed, etc. **Uses:** Research **Users:** Researchers; **Type of Individuals:** Residents

DEPARTMENT OF THE PROVINCIAL SECRETARY, Membership Lists of Professional Associations, Institutes, and Societies, 1943-1963 (R-192.5; R-861)

Location: Regina Office **Information Maintained:** Name, Address, Date of Admission if applicable; Maiden name; Registration number **Uses:** Research **Users:** Researchers **Type of Individuals:** Professional Association Members

DEPARTMENT OF PUBLIC HEALTH, Ledgers of Medical Health Officers, Municipal Doctor and Nurses, Private Hospitals and Other Medical Facilities for Villages, Towns and Rural Municipalities, 1929-1934 (R-780.1)

Location: Regina Office **Information Maintained:** Town, Village, Rural Municipality, Name Address, Fees, Location of Hospitals **Uses:** Research **Users:** Researchers **Type of Individuals:** Medical Health Officers, Doctors,

DEPARTMENT OF PUBLIC HEALTH, Ledger of Breast Cases at Regina Clinic and Register of Drugless Practitioners, 1918-1936 (R-780.2)

Location: Regina Office **Information Maintained:** (Regina Clinic): Name, Age, Sex, Race, Occupation, Number of Gestations, Duration of Lactations, Significant Injuries, Date, Physician First Consulted; Diagnosis, Prognosis, Treatment, etc. (Practitioners); Name, Address, Date of Registration, Type of Practice, Education **Uses:** Research; **Users:** Researchers **Type of Individuals:** Patients, Practitioners

DEPARTMENT OF PUBLIC HEALTH, Psychiatric Services Branch, Patients Committed to Mental Institutions, 1890-1960 (R-194.4) [Sampled]

Location: Regina Office **Information Maintained:** Name, Date judged insane, Date of Committal, Date of Discharge, Details of Mental Illness; (may include): residence, age, occupation, religion, place of birth; number of dependents, parents names, names of other relations **Uses:** Research **Users:** Researchers **Type of Individuals:** Mentally ill patients

DEPARTMENT OF SOCIAL SERVICES, Human Resources, Development Agency, Administrative and Case Files, 1966-1978 (R-1014)

Location: Regina Office **Information Maintained:** (Case Files): Name, Address, Social Insurance Number, Age, Spouses' Name, Financial Information **Uses:** Research **Users:** Researchers **Type of Individuals:** Loan Applicants

DEPARTMENT OF SOCIAL SERVICES, Regina Correctional Centre, Inactive Inmate Files, 1964-1976 (R-291, R-292, R-471, R-849, R-1034) [Sampled]

Location: Regina Office **Information Maintained:** Name, Age, Date of Birth, Address, Racial Origin, Marital Status, Number of Dependents, Physical Description, Fingerprints, Education, Offense, Length of Sentence, etc. **Uses:** Research **Users:** Researchers; **Type of Individuals:** Inmates

DEPARTMENT OF SOCIAL SERVICES, Rehabilitation Branch, Case Files, 1950-1968 R-1246) [Sampled]

Location: Regina Office **Information Maintained:** Name, Address, Marital Status, Age, Social History, Date of Birth, Spouse's Name, Names of Children and Year of Birth, Assets, Financial Information, Occupation, Medical and/or Psychological Report **Uses:** Research **Users:** Researchers **Type of Individuals:** Clients

DEPARTMENT OF SOCIAL WELFARE, Home for the Infirm, Wolseley, Lunacy Register and Sustenance Transfer Ledgers, c.1903-1946 (R-776)

Location: Regina Office **Information Maintained:** (Lunacy Register): Name, Committing Magistrate, Date of Committal, Date of discharge, Date of order by Attorney-General, Remarks; (Sustenance Ledgers): Name, Address, Date admitted, Payee (R.M. Village, Town, etc.), Monies paid, **Uses:** Research; **Users:** Researchers; **Type of Individuals:** Mentally Ill, Individuals requiring social assistance

DEPARTMENT OF SOCIAL WELFARE AND REHABILITATION, Disabled Persons Allowance Files, 1954-1957 (R-198) [Sampled]

Location: Regina Office; **Information Maintained:** Name, Address, Date of birth, Country of origin, Marital status, Date of marriage, Names of family members (date of birth, residence and relationship), Assets, Medical history, etc.; **Uses:** Research **Users:** Researchers; **Type of Individuals:** Disable Persons

DEPARTMENT OF SOCIAL WELFARE AND REHABILITATION, Public Assistance Branch, Mothers' Allowance Case Files, 1920-1943 (S-SW.2)

Location: Saskatoon Office; **Information Maintained:** Name, Age, Number of children, Marital status, Income, Economic circumstances, Recommendations, Amount granted; **Uses:** Research; **Users;** Researchers; **Type of Individuals:** Eligible Mothers

DEPARTMENT OF SOCIAL WELFARE AND REHABILITATION, Public Assistance Branch, Old Age Pension Files, 1928-1947 (S-SW.2) [Sampled]

Location: Saskatoon Office; **Information Maintained:** Name, Age, Income, Personal circumstances, etc.; **Uses:** Research; **Users:** Researchers; **Type of Individuals:** Pensioners

EXECUTIVE COUNCIL OFFICE, Oaths of Allegiance and Office of Justices of the Peace, 1896-1908 (R-178.3)

Location: Regina Office; **Information Maintained:** Name, Address, Oaths taken, Year; **Uses:** Research; **Users:** Researchers; **Type of Individuals:** Magistrates

PROVINCIAL MEDIATION BOARD, Agricultural Land Debt Survey, 1943, For Selected Rural Municipalities and Local Improvement Districts, 1943 (Micro. S-5.1)

Location: Saskatoon Office; **Information Maintained:** Name, Age, State of ownership, Cultivated acreage, Tenant and Age; **Uses:** Research; **Users:** Researchers; **Type of Individuals:** Assessed Owners

SASKATCHEWAN ARCHIVES BOARD, Pioneer Questionnaires, 1955 (Micro. R-2.167 to R-2.168) [Sampled]

Location: Regina Office; **Information Maintained:** Name, Address, Birthplace, Year Arrived in Western Canada, "Pioneer", Address, Name of Father and his Occupation, Details of pioneer experience; **Uses:** Research; **Users:** Researchers; **Type of Individuals:** Pioneer Residents of Western Canada

SASKATCHEWAN FARM LOAN BOARD, Individual Loan and Foreclosure Files, Accounting Records, Correspondence, Debentures, 1923-1948 (S-FL) [Sampled]

Location: Saskatoon Office; **Information Maintained:** (Loan Files): Loan number, Name, Land description, Legal correspondence, Payments; (Foreclosure Files): Name, Land description, Mortgage, Financial and Legal correspondence, Sale of land; **Uses:** Research; **Users:** Researchers; **Type of Individuals:** Clients

SASKATCHEWAN GOVERNMENT INSURANCE, General Claims Files, 1973 (R-317) [Sampled]

Location: Regina Office; **Information Maintained:** Name (Person or Company), Address, Details of Claim, Amount Paid Out, Photos of Damage, etc. **Uses:** Research; **Users:** Researchers; **Type of Individuals:** Individuals Placing Claims

TREASURY DEPARTMENT, Comptroller's Division, Seed Grain Ledgers for Rural Municipalities 1 to 529, 1938 (Micro, R-2.364)

Location: Regina Office; **Information Maintained:** Rural Municipality, Name, Addresses, Land Description, Monies Advanced, Payments Made; **Uses:** Research; **Users:** Researchers; **Type of Individuals:** Farmers

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Archives Board
c/o University of Regina
Regina, Saskatchewan S4S 0A2

Telephone: (306) 787-3864

SASKATCHEWAN ARTS BOARD

ADDRESS

2550 Broad Street
Regina, Saskatchewan S4P 3V7

MANDATE

The mandate of the Saskatchewan Arts Board is to make available to the people of Saskatchewan opportunities to engage in theatre arts, visual arts, music, literary arts, video-art, handcrafts or any other art form; to support and encourage study of the arts and the production and presentation of the arts to the people of Saskatchewan; to aid in the development of professional artists and performing companies; to conduct research into the arts; to promote the development and maintenance of high standards of persons engaged in the arts in Saskatchewan; to provide for the training of any persons in the principles of any art form; to provide awards for outstanding artistic achievement; to collect and display works of art; and to co-operate with any organization that has objects similar to the objects of the board.

Subject to the regulations, the Board awards scholarships or makes loans or grants to any individual ordinarily resident in Saskatchewan to assist him/her in conducting research, working at art or studying any art form. The Board also aids in the provision of opportunities to study, participate in or present the arts.

ORGANIZATION

The authority of the Saskatchewan Arts Board rests with the Board of Directors. The Executive Director and staff implement policy decisions of the Board. The organization is defined by program division, including Visual Arts, Performing Arts, Literary Arts, Film Arts and Multidisciplinary Arts.

GENERAL CLASSES OR TYPES OF RECORDS

Advocacy and Issues in the arts including advice, proposals, recommendations, reports, analyses and statistics
Artists - names, address and biographies
Arts Events - conferences, congresses, festivals, workshops and symposia in Saskatchewan
Arts Organizations
Historical and operational records
Permanent Collection - acquisition, management and use
Saskatchewan School of the Arts

PERSONAL INFORMATION

Artists

Location: Saskatchewan Arts Board
Information Maintained: name, address, SHSP #, date of birth, citizenship, gender, SIN, financial information relating to grants, statement of professional standing, education history, transcripts of marks, employment history, record of professional activity in the arts (for example: exhibition history, publishing history, performance history) **Uses:** determine eligibility for grants and appropriate grant category, evaluate and assess individual assistance grant applications, maintain permanent file of professional activity and experience in the arts **Users:** staff, adjudicators, researchers, scholars **Type of Individuals:** artists or other individuals involved in the arts in the Province of Saskatchewan

Saskatchewan School of the Arts Students

Location: Saskatchewan School of the Arts
Information Maintained: name, mailing address, telephone number, health records, date of birth, gender, record of payment of tuition **Uses:** to administer School of the Arts programs **users:** Staff **Type of Individuals:** students at the School of the Arts

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Arts Board
2550 Broad Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-4056

SASKATCHEWAN CENTRE OF THE ARTS

ADDRESS

200 Lakeshore Drive
Regina, Saskatchewan S4P 3V7

MANDATE

The mandate of the Saskatchewan Centre of the Arts is to enhance the quality of life of the people of Saskatchewan by providing quality facilities, programs and services for entertainment, educational and cultural activities in a cost-effective manner.

ORGANIZATION

The Saskatchewan Centre of the Arts operates as a single unit.

GENERAL CLASSES OR TYPES OF RECORDS

Box office information
Convention bookings
Office rentals
Policies and Procedures
Sales and administration
Theatre booking

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Centre of the Arts
200 Lakeshore Drive
Regina, Saskatchewan S4P 3V7

Telephone: (306) 565-4500

SASKATCHEWAN COMMUNICATIONS NETWORK (SCN)

ADDRESS

800 - 1920 Broad Street
Regina, Saskatchewan S4P 3V7

MANDATE

The mandate of the Saskatchewan Communications Network (SCN) is to provide equal access to information for all Saskatchewan residents.

In fulfilling this mandate, SCN will develop telecommunications services which will promote the timely distribution of educational and informational programming in areas relevant to Saskatchewan residents; distribution of programming across Saskatchewan -- providing educational and training opportunities not previously available; and the use of video conferencing by businesses and organizations to train and update employees throughout the province.

ORGANIZATION

The Saskatchewan Communications Network is a Crown Corporation with its head office located in Regina. Organizational structure is comprised as:

SCN Cable Network

This network broadcasts an educational television channel through the cable television system in Saskatchewan. The network began broadcasting in May, 1991, following approval of an educational broadcast licence from the Canadian Radio, Television and Telecommunications Commission (CRTC).

SCN Training Network

In conjunction with the province's Regional Colleges, SCN's interactive Training Network transmits credit classes, seminars and special presentations from a variety of educational institutions, agencies and organizations to more than 60 classrooms throughout the province. This network provides a unique opportunity for formal education institutions, businesses and other organizations to conduct training and enhance human resource development with maximum flexibility.

Board of Directors

The Board meets monthly and at call to discuss policy and issues relating to SCN.

Corporate Structure

Consists of the President's Office, the Administration Division, the Cable Network Division, and the Training Network Division.

The Administration Division is comprised of the following: Administration, Finance, Marketing and Public Affairs. The Cable Network Division is comprised of the following: Programming, Acquisitions, and Scheduling. The Training Network Division is comprised of the following: Training Network Centres, Video conferencing and Scheduling of Network Services.

GENERAL CLASSES OR TYPES OF RECORDS

Board Minutes
Cable Network files
Canadian Radio-Television and
Telecommunications Commission (CRTC) files
Publication/publicity files
Training Network files

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Communications Network
800 - 1920 Broad Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-0444

SASKATCHEWAN COMPUTER UTILITY CORPORATION (SASKCOMP)

ADDRESS

c/o Crown Investments Corporation
2400 College Avenue
Regina, Saskatchewan S4P 1C8

MANDATE

The Saskatchewan Computer Utility Corporation (SaskComp) was established in 1973 under the *Saskatchewan Computer Utility Corporation Act* to provide computer data processing services to the Government of Saskatchewan, its Crown Corporations and agencies, as well as to other enterprises.

In February 1988, substantially all of SaskComp's assets and liabilities were sold and SaskComp ceased active operations.

GENERAL CLASSES OR TYPES OF RECORDS

See Crown Investments Corporation for records.

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Crown Investment Corporation
2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-6851

SASKATCHEWAN CROP INSURANCE CORPORATION

ADDRESS

Box 3000
484 Prince William Drive
Melville, Saskatchewan S0A 2P0

MANDATE

The primary objective of the Saskatchewan Crop Insurance Corporation is to make available to the farmers of the province a comprehensive, all-risk crop insurance plan. The availability of the program provides a stabilizing effect on farm income in years of severe loss.

The gross revenue insurance program, in conjunction with the crop insurance program, provides producers with a revenue guarantee to help maintain the viability of the agricultural sector of the province.

ORGANIZATION

The corporation is comprised of five divisions: Administration, Corporate Affairs, Field Operations, Finance, and Planning and Development.

All divisions report to the President. The President reports to the Corporation's Board of Directors, comprised of farm producers from throughout the province. The Board reports to the provincial Minister Responsible for Crop Insurance.

ADMINISTRATION DIVISION

This division provides administrative services to the corporation including processing, internal audits, data entry, computer systems, filing, and mail and supplies. It is located in the Corporation's head office.

CORPORATE AFFAIRS DIVISION

This division provides Human Resources, Staff Training and Development, Communications and Public Relations, and Legal Liaison services. It is located in the corporation's head office.

FIELD OPERATIONS DIVISION

This division includes head office executive positions, 32 customer service offices located throughout the province, contracted marketing agents located throughout the province and adjusters reporting to each of the customer service offices. The purpose of this division is to provide direct service to customers.

FINANCE DIVISION

This division provides both administrative and operational budgeting and accounting functions for the corporations.

PLANNING AND DEVELOPMENT DIVISION

This division provides information and research functions to enable the corporation to maintain its existing insurance programs and make decisions respecting enhancements and new insurance programs. This allows the corporation to adjust to the constantly changing needs of its customers.

GENERAL CLASSES OR TYPES OR RECORDS

Acreage Insured
Corporate Board Meeting Minutes
Crops Insured
Grain Quality Factors
Indemnities
Liability
Number of Contracts by Crop and Customer
Premium Tables
Premiums
Soil Classifications
Yields

PERSONAL INFORMATION

Customer Account Files

Location: Head Office **Information Maintained:** All details of financial transactions between the corporation and its customers **Uses:** To maintain control over accounts receivable and accounts payable **Users:** Corporation staff and customers **Type of Individuals:** All active customers and all customers with an account balance

Customer Information Files

Location: Head Office **Information Maintained:** Contains customer demographics, acres insured, coverages earned, yields appraised or harvested, indemnities, board decisions and correspondence to and from customers **Uses:** verify insurance coverage **Users:** corporation staff and referenced by customer **Type of Individuals:** all customers, both active and inactive

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Crop Insurance Corporation
Box 3000
484 Prince William Drive
Melville, Saskatchewan S0A 2P0

Telephone: (306) 728-7250

SASKATCHEWAN DEVELOPMENT FUND CORPORATION

ADDRESS

Suite 300 - 2400 College Avenue
Regina, Saskatchewan S4P 1C8

MANDATE

The Saskatchewan Development Fund Corporation was established in 1974 to administer the Saskatchewan Development Fund. The Saskatchewan Development Fund is a low risk investment fund designed to provide both income and long-term investment growth to residents of the province. In 1983, the Fund discontinued the sale of new shares to the public.

ORGANIZATION

Administration

The Saskatchewan Development Fund Corporation is administered by the Saskatchewan Development Fund Corporation's Board of Directors through the use of staff and facilities provided by Crown Investment Corporation of Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Agreements
General Policies
Insurance
Public Relations

PERSONAL INFORMATION

None

Accounting Services

Accounting services for the Saskatchewan Development Fund Corporation are provided by the staff of Crown Investment Corporation of Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Purchase Agreements

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Crown Investment Corporation
2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-6851

SASKATCHEWAN ECONOMIC DEVELOPMENT CORPORATION (SEDCO)

ADDRESS

1106 Winnipeg Street
Regina, Saskatchewan S4P 3W2

MANDATE

SEDCO's purpose is to assist viable Saskatchewan Businesses to create jobs by providing loans and real estate services for start ups and expansions.

ORGANIZATION

The corporation is composed of six divisions: Corporate Affairs, Finance and Administration, Loans and Investments, Properties, Participation Division and Office of the President. These divisions report through the President to a Board of Directors. The corporation's head office is in Regina, with a branch office in Saskatoon.

OFFICE OF THE PRESIDENT

This office coordinates the Board of Directors Meetings, Cabinet Items, Decision Items and Minutes. This division also provides selected administrative services to other divisions.

GENERAL CLASSES OR TYPES OF RECORDS

The President's office contains information relating to various management and committee meetings, policy advice provided by other divisions to the minister's office and cabinet documents.

Meeting Minutes and Related Information
Policy and Procedure Manuals
Selected Corporate Administrative Files
    (accessible from originating division)

PERSONAL INFORMATION

None

CORPORATE AFFAIRS DIVISION

This division contains the Communications and Personnel departments of the corporation.

Communications Department

Plans and coordinates corporate communication activities including advertising campaigns, news conferences, trade shows and special events. Writes and maintains briefing manuals, news releases and speeches. Provides support for other divisions in relation to internal and external communications.

GENERAL CLASSES OR TYPES OF RECORDS

Contains records and files that relate to the administration of the division, corporate activities and the communications function.

Corporate Activities
Government Relations
Mailing Lists
Media Relations
Promotional Information

Personnel Department

All records relating to recruitment, appointments and terminations, attendance, discipline, human resource system reports and forms, compensation and benefits, performance appraisals, staff training and development and employee recognition awards.

FINANCE AND ADMINISTRATION DIVISION

This division is responsible for providing common administrative services for the Corporation as a whole. These services include financial program analysis and planning, budgets, procurement and purchasing of supplies and services, transportation, mail and courier services and dormant records management.

The division also provides selected administrative services to the Saskatchewan Growth Fund Management Corporation. The Finance and Administration division consist of the following departments: Finance, Accounting, Legal and Administration.

GENERAL CLASSES OR TYPES OF RECORDS

The Finance and Administration Division contains common administration files associated with the general administration of the corporation plus the following program related records:

Computerized Records of Loans
Computerized Rental System
Original Submissions

PERSONAL INFORMATION

None

LOANS AND INVESTMENTS DIVISION

Responsible for providing and administrating innovative financial services to Saskatchewan entrepreneurs representing new or expanding businesses, large and small, in every part of the province. (e.g., Working Capital Loans, Youth Entrepreneur Loans, Retail Operating Loans, Term Loans)

GENERAL CLASSES OR TYPES OF RECORDS

Records are associated with the administration of day to day operations of the division and information relating to applications for financial assistance.

Information for Active and Non-Active Client
Loan Accounts
Manuals
Program Guidelines
Records of Inquiries

PERSONAL INFORMATION

None

PARTICIPATION DIVISION

The Participation Division is responsible for the administration of the Small Business Loans Association Program and the Participating Loan Services. This branch assists in fulfilling the overall corporate mandate of economic development and diversification, ensuring the prosperity of both new and existing businesses and job creation for the Province.

GENERAL CLASSES OR TYPES OF RECORDS

Information required for the general administration and operation of the division and records associated with applications for financial assistance.

Information on Active and Non-Active Client
  Loan Accounts
Manuals
Program Guidelines
Record of Inquiries

PERSONAL INFORMATION

None

PROPERTIES DIVISION

This division assists in the economic development of the province through the provision of industrial land and/or buildings for sale or lease to viable businesses.

GENERAL CLASSES OR TYPES OF RECORDS

The Properties Division records contain information relating to the general administration and operations for land and/or buildings held by the corporation.

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Economic Development Corporation
1106 Winnipeg Street
Regina, Saskatchewan S4P 3W2

Telephone (306) 787-7200

SASKATCHEWAN FARM OWNERSHIP BOARD

ADDRESS

c/o #207 - 3988 Albert Street
Regina, Saskatchewan S4S 3R1

MANDATE

To ensure that residents or Saskatchewan corporations engaged in farming will own the majority of Saskatchewan agricultural lands

ORGANIZATION

The Board is responsible to the Minister of Justice in the performance of its duties. There is also a program manager who reports directly to the Board.

The Board is responsible for administering the farm ownership provisions of the *Saskatchewan Farm Security Act* which include making or advising on policy decisions, hearing applications for exemption and extension, recommending amendments to the Act and Regulations, issuing Orders for Divestment, and recommending Court action for violations of the Act's provisions.

GENERAL CLASSES OR TYPES OF RECORDS

Agricultural Corporations
    Land Acquisitions - General
Board Minutes
Non-Agricultural Corporations
    Land Acquisitions - General
    Applications for Exemption
    Applications for Extension
Non-Resident Individuals
    Land Acquisitions - General
    Applications for Exemption
    Computerized Land Registry
Requests for Information - General

PERSONAL INFORMATION

Non-Resident Investigations

Location: Saskatchewan Farm Ownership Board **Information maintained:** Name, address, age, telephone number, marital status, land owned, financial information and correspondence Uses: Evaluate land ownership eligibility; determine if approval of application warranted Users: Farm Ownership Board and staff **Type of Individuals:** Those residing outside Saskatchewan

Corporation Investigations

Location: Saskatchewan Farm Ownership Board **Information maintained:** Name, address, telephone number, land owned, shares held by directors and shareholders and correspondence Uses: Evaluate land ownership eligibility; determine if approval of application warranted Users: Farm Ownership Board and staff **Type of Individuals:** Directors and shareholders

Administrative

Location: Saskatchewan Farm Ownership Board **Information maintained:** Name, address, age, telephone number, marital status, land owned, financial information and correspondence Uses: Contains permanent record of history of a case; reference purposes Users: Farm Ownership Board and staff **Type of Individuals:** Those residing outside Saskatchewan, corporate directors and shareholders

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

SASKATCHEWAN FOREST PRODUCTS CORPORATION (SFPC)

ADDRESS

P.O. Box 40
HUDSON BAY, Saskatchewan SOE OYO

MANDATE

To manufacture and market dimensional lumber and spruce plywood sheathing.

ORGANIZATION

SFPC is a Crown Corporation with the Head Office and a plywood plant located in Hudson Bay and a sawmill operations plant located in Carrot River.

GENERAL CLASSES OR TYPES OF RECORDS

Contain records relating to production of the Plywood Plant and the Sawmill Operations Plant.

Production Reports

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Forest Products Corporation
Box 40
HUDSON BAY, Saskatchewan SOE OYO

Telephone: (306) 865-2201

SASKATCHEWAN GAMING COMMISSION

ADDRESS

4th Floor, 1914 Hamilton Street
REGINA, Saskatchewan S4P 3V7

MANDATE

The Commission's purpose is to guarantee maximum benefit to Saskatchewan charities and ensure integrity is maintained for all licensed gaming. The Commission regulates all gaming within the province and is responsible for licensing charitable and religious organizations to conduct and manage bingos, casinos, raffles and nevada break-open ticket sales under the authority of Section 207 of the Criminal Code and *The Saskatchewan Gaming Commission Act*. Included is the Registration of all Bingo Halls and Gaming Employees and the provision of instruction in the proper gaming procedures.

ORGANIZATION

The Gaming Commission is a Crown Corporation with its head office located in Regina and a field office in Saskatoon. Organizational structure is comprised of the Board, the Office of the Chairman, Administration and Human Resources, Licensing and Registration, and Compliance and Control.

BOARD

The Board meets approximately every two weeks and at call of chair to address gaming policy and licensing problems.

OFFICE OF THE CHAIRMAN (C.E.O.)

The Chairman's Office provides advisory support to the minister's office and is responsible for overseeing the Board and Commission operations.

ADMINISTRATION AND HUMAN RESOURCES

Responsible for various support functions such as finance, revenue, budgeting, expenditure accounting and facility/equipment management. Other responsibilities include human resources, employee relations/contract negotiations, payroll and the communications role for the Commission.

LICENSING AND REGISTRATION

Licence processing includes assessing groups' eligibility and approving their use of funds earned through gaming activities. Registration of all event suppliers and gaming employees are granted after a careful evaluation has been conducted.

COMPLIANCE AND CONTROL

Enforcement is maintained through a combined program of investigation, audit, inspection and on-site monitoring.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on application approval, registration, regulation, reports, statistics, general administration, policy, legislation and correspondence

Board Minutes & Hearings
Licensing and Compliance
  - Admin/Operational Policy
  - Audit/Investigation Registration files
Lottery Licence Files - Bingo, Break-open, Raffle and Casino
Trust Account Files

PERSONAL INFORMATION

Interdict List

Location: Licensing and Registration Unit **Information Maintained:** Name and address of individuals who represent licensed charities that have not submitted required documents to close files **Uses:** History on groups or individuals, reference for staff **Users:** All staff **Type of Individuals:** Contact people for licensed charities

Gaming Employee Files

Location: Licensing and Registration Unit **Information Maintained:** Business involvements; correspondence; name, address and phone number; position applied for; date of birth, height, weight, eye color, hair color, and sex; maiden name, aliases and nicknames; SIN; SHSP number; Drivers License number; citizenship; employer; criminal record; and references **Uses:** Ensure applicants meet registration requirements and registration status **Users:** Gaming Commission staff **Type of Individuals:** Individuals who are registered, applying, maintaining or denied registration

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Gaming Commission
4th Floor, 1914 Hamilton Street
REGINA, Saskatchewan S4P 3V7

Telephone: (306) 787-1773

SASKATCHEWAN GOVERNMENT GROWTH FUND MANAGEMENT CORPORATION

ADDRESS

1106 Winnipeg St.
Regina, Saskatchewan S4P 3W2

MANDATE

SGGF Management Corporation is responsible for the management and administration of its subsidiary, the Saskatchewan Government Growth Fund Ltd. (The Fund).

The fund is designed to provide a Vehicle for foreign investors to invest in Saskatchewan businesses. These projects will provide economic benefit to the Province by way of creation or continuation of employment opportunities for Canadians. The fund also facilitates qualification of the investor as a permanent Canadian resident under the immigrant Investor Program pursuant to the Canadian Immigration Act.

ORGANIZATION

On January 11, 1989 by order-In-Council 30/89, the Government of Saskatchewan created SGGF Management Corporation, a provincial crown corporation pursuant to The Crown Corporations Act, 1978. The corporation is made of Don Ching as Chairperson.

By Amended Management Agreement dated August 31, 1991, SGGF Management Corporation Has engaged the Saskatchewan Economic development Corporation (SEDCO) to provide the ongoing management and administration of the Fund.

The head office of the corporation is Regina, Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

SGGF Management Corporation contains the following information:

Minutes of Meetings and Resolutions
Program Guidelines

PERSONAL INFORMATION BANKS

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

SGGF Management Corporation
Freedom of Information and Privacy
Administrative Co-ordinator
Box 5024
Regina, Saskatchewan S4P 3W2

Telephone: (306) 787-7228

SASKATCHEWAN GOVERNMENT INSURANCE

ADDRESS

2260 11th Avenue
Regina, Saskatchewan S4P 0J9

MANDATE

Saskatchewan Government Insurance (SGI) operates a full line of general insurance (SGI CANADA) with the exception of life and crop insurance. SGI administers the driver and vehicle licensing, driver examination and controls, vehicle standards and inspections and traffic safety programs. SGI also administers the compulsory basic auto insurance program on behalf of the Government of Saskatchewan.

Saskatchewan Government Insurance has its head office located in Regina and provides services through its branches, license issuers, and independent agents throughout the province.

To locate the appropriate section of SGI, this chapter has been divided into four sections; namely: Divisions that provide service to SGI's operating divisions; General Insurance/SGI Canada; Licensing and Basic Auto Insurance; and Claims and Salvage.

DIVISIONS THAT PROVIDE SERVICE TO SGI'S OPERATING DIVISIONS

Saskatchewan Government Insurance is organized with a common support structure for all programs. The divisions that make up this group are Systems, Finance, Human Resources, Corporate Communications, Corporate Services and Corporate Relations.

Systems Integration

Systems Integration is a support area responsible for the specification, development and maintenance of computer information systems and support of personal computer systems within the Corporation.

GENERAL CLASSES OR TYPES OF RECORDS

Maintain records relative to their responsibilities.

PERSONAL INFORMATION

None

Data Centre

The Data Centre is a support area responsible for the installation and maintenance of computer and related equipment, operating systems software, the integrated voice and data networks, the batch data entry, and the scheduling and running of production computer jobs within the corporation.

GENERAL CLASSES OR TYPES OF RECORDS

Maintain records relative to their responsibilities.

PERSONAL INFORMATION

None

Finance

Report accurate timely financial information, comply with the financial reporting requirements of the Legislative Assembly of Saskatchewan and manage funds to meet the short and long-term requirements of the corporation.

GENERAL CLASSES OR TYPES OF RECORDS

Maintain records associated with performance of their duties.

PERSONAL INFORMATION

None

Human Resources

The Human Resources department handles staff recruitment, selection and training; administers salary, benefit and pension programs; acts as management's representatives in contract negotiations; and is responsible for SGI's employment equity program.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on employee files and programs.

PERSONAL INFORMATION

None

Corporate Communications

To write, design and produce all forms of internal and external print communication for SGI/SGI CANADA.

GENERAL CLASSES OF TYPES OF RECORDS

Project files
Research files

PERSONAL INFORMATION

None

Corporate Services

Provides the support functions of the corporation including buildings, renovations, maintenance, purchasing, warehousing, mail services and records management.

GENERAL CLASSES OR TYPES OF RECORDS

Maintain records concerning the various functions they perform.

PERSONAL INFORMATION

None

Corporate Relations

Responsible for public relations functions and conducting public promotional campaigns for the corporation.

GENERAL CLASSES OR TYPES OF RECORDS

All records are administrative.

PERSONAL INFORMATION

None

GENERAL INSURANCE/ SGI CANADA

Develop and market a complete line of general insurance products, except for life and crop insurance, on a competitive basis empowered by the Saskatchewan Government Insurance Act, 1980, SS 1979-80 c.S-19.1.

General Insurance/SGI CANADA is located in SGI's head office. This division consists of four departments, Personal Lines, Commercial Lines, Reinsurance, and Agency Relations. The insurance is marketed to the public by a network of independent agents throughout the province.

Personal Lines

The Personal Lines department of SGI CANADA develops, markets, underwrites, and delivers Home, Farm and Automobile Extension insurance products and services that meet the requirements of their customers.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on policyholders, policies in force, renewed or lapsed, premiums written, losses incurred, claims history, communications, policy processing and production, rates, policy wordings, and marketing.

Agency Performance Profiles
Agency Production
Agent Communication

Claims Statistics
Marketing Policy and Research
Personal Lines Policies
Policy Wording Archives
Product Performance Statistics
Product Profiles
Product Research and Development
Rate Review and Development
Underwriting Policy

PERSONAL INFORMATION

Contain information and correspondence relating to the issuance of insurance policies, source documents supporting underwriting decisions, and information on claims and other activities that are not a part of a public record.

Policy File

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Documentation of personal, financial and historical information relating to insurance applications and policies **Uses:** Support decisions to accept or decline the application for insurance and to provide information necessary to issue the policy **Users:** Designated Personal Lines underwriting staff, and when required, Claims and Legal staff **Type of Individuals:** Individuals applying for insurance coverage on automobiles, homes, farms and personal property

Inspection Reports

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Personal and property information including appraisals **Uses:** Evaluate the hazards and value of property to determine their insurability and rates; make recommendations for loss prevention and control **Users:** Designated Personal Lines underwriting staff and, when required, Claims, Legal, Reinsurance, and Auditing staff **Type of Individuals:** Individuals applying for insurance coverage on automobiles, homes, farms, and personal property

Universal Underwriting File

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Documentation of personal, financial and historical information relating to insurance applicants **Uses:** Support underwriting decisions where an unusual hazard is present **Users:** Designated Personal Lines underwriting staff, and when required, Claims and Legal staff **Type of Individuals:** Policy-holders and applicants for insurance where the risk or object of insurance coverage exhibits an unacceptable level of risk for insurance purposes

Commercial Lines

The Commercial Lines Department of SGI CANADA develops, markets, underwrites, and delivers commercial insurance products and services that meet the requirements of their customers.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on policy-holders, policies in force, renewed or lapsed, premiums written, losses incurred, claims history, communications, policy processing and production rates, policy wordings, and marketing.

Agency Performance Profiles
Agency Production
Agent Communication
Claims Statistics
Commercial Lines Policies
Fire Protection Surveys
Map Cards
Marketing Policy and Research
Policy Wording Archives
Portfolio Hazard and Limits Profiles
Product Performance Statistics
Product Profiles
Product Research and Development
Rate Review and Development
Reinsurance Cessions
Underwriting Policy

PERSONAL INFORMATION

Contains information and correspondence relating to the issuance of insurance policies, source documents supporting underwriting decisions, and information on claims and other activities that are not a part of a public record.

Policy and Bond Files

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Documentation of personal, financial and insurance information along with progress reports, bond specifics and authorizations **Uses:** Support decisions to accept or decline the application for insurance, and to provide information necessary to issue the policy **Users:** Designated Commercial Lines underwriting staff and, when required, Claims, Legal, Reinsurance and Auditing staff **Type of Individuals:** Individuals applying for insurance coverage on commercial automobiles and property

Quote Files

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Documentation on personal, financial and insurance information along with appropriate authorizations **Uses:** Support a quotation for insurance coverage and the price for such coverage **Users:** Designated Commercial Lines underwriting staff and, when required, Claims, Legal, Reinsurance, and Auditing staff **Type of Individuals:** Individuals applying for insurance coverage on commercial automobiles and property

Loss Prevention and Control Files

Location: SGI CANADA, Head Office **Information Maintained:** Documentation and correspondence on personal and insurance related information **Uses:** Determine the hazards that exist at a risk location and make recommendations for eliminating or controlling those hazards **Users:** Designated Commercial underwriting staff and, when required, Claims, Legal, Reinsurance and Auditing staff **Type of Individuals:** Individuals applying for insurance coverage on commercial automobiles and property

Universal Underwriting File

Location: SGI CANADA, Head Office **Information Maintained:** Documentation of personal, financial and historical information relating to insurance applications **Uses:** Support underwriting decisions where an unusual hazard is present **Users:** Designated Commercial Lines underwriting staff and, when required, Claims and Legal staff **Type of Individuals:** Policy holders and applicants for insurance where the risk or object of insurance coverage exhibits an unacceptable level of risk for insurance purposes

Contractor Information Files

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Documentation and correspondence relating to personal, financial and insurance related information **Uses:** Support decisions to issue or decline requests for bonding and to provide the necessary information to issue the bonds as required **Users:** Designated Commercial Lines staff and, if required, Claims, Litigation, Reinsurance, and Auditing staff **Type of Individuals:** Individuals who wish to use SGI CANADA's bonding facilities as their need arises

Reinsurance

The Reinsurance department of SGI CANADA develops and administers a ceded reinsurance program for the property and casualty business written by the corporation and administers the run-off of the assumed reinsurance portfolio.

GENERAL CLASSES OR TYPES OF RECORDS

Contain records relating to reinsurance assumed and ceded, facultative and treaty, statistics and correspondence relating to all aspects of reinsurance.

PERSONAL INFORMATION

Reinsurer and Broker Correspondence Files

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Documentation and correspondence on name, address, financial, contractual and statistical information **Uses:** Determine claim recoveries, premium payable and risks covered **Users:** Designated Reinsurance personnel and, when required, Legal staff **Type of Individuals:** Reinsurance companies and brokers

Agency Relations

The Agency Relations department manages SGI CANADA's agency force by evaluating and appointing new agents; approving the sale and transfer of agencies; responding to agents' needs; and managing account receivables.

GENERAL CLASSES OR TYPES OF RECORDS

Advertising and Promotion
Agency Convention
Agency Production
Agent Appointments
Agents' History Reports
Agents' Training and Development
District History Reports
Market Statistics

PERSONAL INFORMATION

Contain information on contractual and financial arrangements with agents, correspondence relating to agency performance and proof of insurance.

Agency Contract File

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Agency, contractual and financial information as it relates to SGI **Uses:** Appoint agents and document and manage SGI CANADA agents **Users:** Designated Agency Relations staff and, when required, Legal staff **Type of Individuals:** Individuals and corporations that have agency contracts with SGI CANADA; also, stockholders and agency staff

Agency Master File

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Agency location, identification and performance as well as materials assigned to them **Uses:** Provide easy access to statistical information about SGI CANADA agents **Users:** Designated Agency Relations and Underwriting staff **Type of Individuals:** Individuals and corporations that have agency contracts with SGI CANADA

Contract Application Declines

Location: SGI CANADA, Head Office, Regina **Information Maintained:** Documentation and correspondence including personal, financial and insurance information **Uses:** To assess and recommend acceptance or declination of applications for a SGI CANADA agency appointment **Users:** Designated Agency Relations staff and, if required, Legal department staff **Type of Individuals:** Individuals and corporations who apply for appointment as a SGI CANADA Agent

LICENSING AND BASIC AUTO INSURANCE

Regulate and license drivers and vehicles. Promote driver and vehicle safety, and set the rating for, as well as collect the premiums for, the compulsory auto insurance in accordance with The Automobile Accident Insurance Act, 1980, RSS 1978 C A 35 and The Vehicle Administration Act SS 1986 c. V-2.1.

The motor vehicle division administration offices are located in the head office building of SGI. The division consists of two departments: Traffic Safety Services and Underwriting/Licensing Services. The issuing of drivers and vehicle licenses is carried out by employees working in our branches and by a network of independent licence issuers throughout the province.

Other services such as driver examinations and vehicle inspection station audits are also provided at branches throughout the province.

Traffic Safety Services

Plan coordination, implementation, evaluation and promotion of highway traffic accident loss reduction programs in Saskatchewan.

GENERAL CLASSES OR TYPES OF RECORDS

Driver examination records
Driver records
Driver training/instructor school registration information
Vehicle accident reports
Vehicle standards and inspection records, reports and investigations

PERSONAL INFORMATION

Contains correspondence relating to the licensing of drivers and/or vehicles, driver's medical case files and court documents. Information is also maintained concerning vehicle inspection mechanics and driver instructors.

Driver Files

Location: Driver Control and Records Unit. **Information Maintained:** Documentation and correspondence relating to personal driving history including court documents, suspension notices and medicals **Uses:** To maintain records on drivers who are involved in traffic related matters, statutory suspension activity and other traffic related activity **Users:** Designated licensing and control staff **Type of Individuals:** Individuals who have traffic related convictions, including criminal code convictions, driving skill deterioration, and/or who are the subject of licence suspension

Young Offender Files

Location: Driver Control and Records Unit **Information Maintained:** Criminal code convictions, suspension notices and other information similar to that contained in the Driver Files **Uses:** To ensure convictions obtained by young offenders are kept confidential **Users:** Designated licensing and control staff **Type of Individuals:** Drivers under age 18

Driver Instructors

Location: Driver Development Unit **Information Maintained:** Personal information concerning instructor and driving school qualifications and registration information **Uses:** To determine instructors qualifications and to ensure annual registration is maintained **Users:** Driver Development Unit and Department of Education Driver Education Unit **Type of Individuals:** Driver Instructors

Driver Examinations Results

Location: Driver Development Unit Regional Offices **Information Maintained:** Test results of drivers in various driver licence classes **Uses:** Maintain on record if customer loses examination confirmation information and decides to apply for licence at a later date **Users:** Driver Development **Type of Individuals:** People who take driver examinations

Vehicle Inspection Station Records

Location: Vehicle Standards and Inspection Unit **Information Maintained:** Records of inspection station capabilities, equipment, personnel qualified as inspection technicians, forms inventory and documentation of the last ten vehicles inspected **Uses:** To ensure Inspection Stations are performing their duty satisfactorily **Users:** Vehicle Standards and Inspection Unit **Type of Individuals:** Inspection stations and mechanics

Vehicle Inspection Records

Location: Vehicle Standards and Inspection Unit **Information Maintained:** Records of individual private vehicle mechanical condition with respect to safety, date of last inspection, facility at which the inspection was done and mechanic who conducted the inspection **Uses:** To ensure vehicle is in safe mechanical condition and the inspection has been performed properly **Users:** Vehicle Standards and Inspection Unit, Highway Traffic Officers and the R.C.M.P. **Type of Individuals:** Persons whose vehicles have been inspected

Underwriting and Licensing Services

The Underwriting and Licensing Services Department provides the underwriting and issuing portion of the compulsory auto insurance program. Driver licensing and vehicle registration processing is completed for all Saskatchewan drivers and vehicle owners. Services are offered through branch offices and 500 independent issuers. The underwriting area is responsible for setting equitable and fair automobile insurance rates and surcharge levels.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on driver and vehicle registrations, all types of inquiries, issuer performance and remuneration.

Annual statistics - drivers
Annual statistics - vehicles (types, registrants, etc.)
Canadian Agreement on Vehicle Registration
    (C.V.R.) Program (operation of a vehicle in two or more jurisdictions)

Driver and Vehicle Operational Policy
Licensing Assistance Correspondence
Log of Licence Plate and Driver Record Searches
Wrecker's Licenses

PERSONAL INFORMATION

Contain correspondence relating to the licensing of drivers or vehicles and the administration of the issuing force. Driver's licence and vehicle registration source documents, issuer activity reports and branch performance are also maintained.

New Vehicle Information Cards

Location: Production Services **Information Maintained:** Name, address, vehicle make model, engine size, fuel type, wheelbase, serial number, dealer name and address, manufacturer's name and address, leasing company name and address **Uses:** To verify all relevant information when first registering and insuring a new vehicle **Users:** Production Services staff **Type of Individuals:** Individuals who are registering and insuring a new vehicle for the first time

Wrecker's Licenses

Location: Production Services **Information Maintained:** Company name, address, effective and expiry dates and licence number **Uses:** Required to be an authorized motor vehicle wrecker in Saskatchewan **Users:** Authorized Motor Vehicle Division staff **Type of Individuals:** Individuals applying for a Wrecker's Licence

Issuer Reports

Location: Head Office/Branches **Information Maintained:** Personal identification code, plate number, validation, sticker number, remuneration dollar amount, total dollars paid, issuer code, date **Uses:** To record and summarize the driver and vehicle transactions and associated dollars completed by the issuer for a period to time **Users:** Authorized MVD staff-issuer complete the report **Type of Individuals:** Individuals completing a driver or vehicle transaction

Vehicle Registrations - Source Documents

Location: Production Services Department **Information Maintained:** Personal information, vehicle description and use as well as insurance premium and date **Uses:** Produce a vehicle registration certificate/proof of insurance **Users:** Authorized Motor Vehicle Division Staff **Type of Individuals:** Individuals who apply to register and insure a vehicle

Driver's Licenses - Source Documents

Location: Production Services Department **Information Maintained:** Personal information, restrictions, surcharges and other documentation relating to a drivers licence **Uses:** Produce a driver's licence **Users:** Authorized Motor Vehicle Division staff **Type of Individuals:** Individuals applying for a driver's licence

Permits

Location: Production Services, MVD, in the batches **Information Maintained:** Personal and vehicle information required to issue an operating permit including effective dates **Uses:** Permit to operate an unregistered vehicle within the Province of Saskatchewan only **Users:** Authorized MVD staff **Type of Individuals:** Individuals applying for a permit

Fleet Files

Location: Underwriting Services **Information Maintained:** Personal, business and vehicle information, accident history and surcharges **Uses:** Information is used to assess surcharges to fleet owners whose fleets have a higher than average loss experience **Users:** Underwriting staff **Type of Individuals:** All fleets which qualify as a fleet under Section 8 of the AAIA

Canadian Agreement for Vehicle Registration (CAVR)

Location: Central Issuing-Regina **Information Maintained:** Personal information, vehicle description, insurance premium and percentage of miles travelled in each jurisdiction **User:** This is used to register vehicles under CAVR which includes the calculations for each operational jurisdiction **Users:** MVD authorized staff **Type**

of Individuals: Vehicles owners applying to register under CAVR

Motor Vehicle Division Branch Offices (MVD)

The five branch offices perform program delivery functions for SGI. Each branch along with independent issuers service the community in which they are located.

GENERAL CLASSES OR TYPES OR RECORDS

None

PERSONAL INFORMATION

None

CLAIMS AND SALVAGE

Provide claims adjusting services for all lines of Saskatchewan Government Insurance coverage along with Technical, Legal and Investigative Support Services. Process all salvage belonging to SGI as a result of insurance claim settlements. Applicable acts are *The Saskatchewan Government Insurance Act, 1980, SS 1979-80 c. S-19.1, The Automobile Accident Insurance Act, 1980, RSS 1978 c. A-35 and The Vehicle Administration Act SS 1986 c. V-2.1.*

The administrative offices are located in the head office building of SGI. There are five operational units, Claims, Claims Technical Services, Legal, Security and Special Investigation Unit (SIU) and Salvage. The adjusting of claims takes place at claims branches and by road adjusters throughout the province. Salvage is also handled by the salvage branches located around the province.

CLAIMS

Head Office Claims

Is responsible for the development, maintenance and support for adjusting all insurance claims involving people insured with SGI and SGI CANADA. This includes direction of all district claim centres and offices, and development/ implementation of claim procedures. This department compiles and distributes all statistical information respecting claims.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on claims statistics, repair costs, deviations from vehicle values, subrogation, collection and outstanding accounts.

Assignment files
Car rental agreement documentation automated payee reports of repairers and external consultants
Claims statistics
Ex gratia files
Labour rates/material allowance documentation
Subrogation reports

PERSONAL INFORMATION

Contains information relating to frequency, type and costs of claims, and other information pertaining to the payments issued relating to the settlement of claims and specific claims inquiries.

Claims Inquiries

Location: SGI, Head Office, Regina
Information Maintained: Name of insured or complainant, source, required claim details to address complaint, related correspondence **Uses:** To record inquiries by coverage, issue and source **Users:** Minister Responsible for SGI, Premier, Ombudsman, President, Asst. to the President, Vice-President and other designated SGI Head Office Claims personnel **Type of Individuals:** Source of complaint, name of insured and adjuster

Automated Payee Reports

Location: SGI, Head Office, Regina
Information Maintained: Listing of the name, address, district, labour rate and total payments to external firms and consultants relating to claim payments **Uses:** Record amounts paid to external firms and consultants, redirection of cheques **Users:** Designated claims staff **Type of Individuals:** Names of firms and consultants

Ex gratia Reports

Location: SGI, Head Office, Regina **Information Maintained:** Claim number, name of claimant, summary of claim file details **Uses:** Record of ex gratia reports **Users:** Claims personnel, SGI Executive **Type of Individuals:** Name of insured

Assignment Records

Location: SGI, Head Office, Regina **Information Maintained:** Name of firm or individual and the amount of the assignment(s) **Uses:** To remit payments as designated on the assignment(s) **Users:** Head Office Claims, Debtors, District Claims offices **Type of Individuals:** Name of firm or individual

Subrogation Records

Location: SGI, Head Office, Regina, District Claims Offices **Information Maintained:** Debtor information, cross-file and the amount owing to SGI, Driver Suspension Documents **Uses:** Reference of inquiries on driver suspensions and debtor/payments information **Users:** Branches, Driver Control, Legal, Manager of Subrogation, Finance **Type of Individuals:** Names of debtor

Claims Branch Offices

Investigate and settle automobile and injury claims in accordance with the legislated terms of the SGI automobile insurance program. Investigate and settle automobile extension and general claims as per the terms and conditions of SGI CANADA policies.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to the settlement of claims. Labour rate/tow rates/vehicle storage agreements for the district.

Agreements
Automobile Damage claim files
Automobile Injury claim files
General Claim files
Motor Vehicle Accident Reports

PERSONAL INFORMATION

Contain information pertaining to the circumstances and investigation of a loss and the required documents for settlement/payment of a claim.

Automobile Damage Claim File

Location: District Claims Office **Information Maintained:** Accident report, damage estimate, vehicle and driver information, claims documentation to process the claim along with reports, statements and correspondence relating to the claim **Uses:** To investigate and settle the claim **Users:** Adjusters, District Claims Managers, Special Investigation Unit, Legal, Head Office Claims Personnel Underwriting **Type of Individuals:** Name of insured, driver, name of repair firm, name of tow firm, witnesses, lawyer

Injury Claim File

Location: District Claims Office **Information Maintained:** Claims reports, vehicle and driver information, claims documentation to process the claim along with reports, statements and correspondence relating to the claim including medical and rehabilitative information **Uses:** To investigate and settle the claim **Users:** Adjusters, District Claims Managers, SIU, Legal, Head Office Claims Personnel **Type of Individuals:** Name of injured person, driver/vehicle owner, witnesses, lawyers

General Claim File

Location: District Claims office **Information Maintained:** Claims reports, particulars of loss, claims documentation to process the claim, reports, statements and correspondence relating to the claims **Uses:** To investigate and settle the claim **Users:** Adjusters, District Claims Managers, SIU, Legal, Head Office Claims Personnel Underwriting **Type of Individuals:** Name of insured, name of repair/contracting firm or supplier, witnesses, lawyers

Claims Inquiry Reports

Location: Manager's office in District Claims office **Information Maintained:** Name(s) of insured or complainant; Details of complaint;

Claim number; Details of loss; Details of claim payments **Uses:** Record of complaints and issues **Users:** District Claims Manager, Supervisor, Claims Customer Inquiries, Claims Management **Type of Individuals:** Name of insured, name of complainant

Motor Vehicle Accident Reports

Location: Manager's Office at District Claims Centre **Information Maintained:** Name of insured or business firm relating to an SGI Claim **Uses:** For claims adjustment purposes **Users:** Adjuster, Claims Manager, SIU, Legal **Type of Individuals:** Name of Police Officer, name(s) of parties involved

Claims Technical Services

Provides technical research and analysis, with respect to vehicle damage estimating and repair, supports the computerized estimating and auto valuation systems and is the liaison with external agencies on training and repair techniques.

It is also a facility for autobody repairs.

GENERAL CLASSES OR TYPES OF RECORDS

Statistical and detailed information on parts, labour and material costs relating to auto damage repair. Technical or manufacturer information and the analysis report relating to claims inquiries. Statistics and detailed information on post-repair vehicle audits by claim file and repairer. Statistical and detailed information on vehicle evaluations.

Claims technical analysis reports
Correspondence - Technical Library
Post repair audit statistics on vehicles
Repair and Sublet Accounts
Vehicle evaluation and damage appraisal statistics

PERSONAL INFORMATION

Repair and Sublet Accounts

Location: 500 McLeod Street **Information Maintained:** Name, address, claim number, vehicle particulars, damage appraisal, repair particulars and related costs **Uses:** To repair vehicle if original repairer unable to complete; to verify the accuracy of the parts/ labour/other materials costs estimated through Audatex **Users:** Manager, Claims Technical Services; designated Senior Claims personnel **Type of Individuals:** Vehicle owners, or shops subletting repair to SGI

Post Repair Audit on Vehicles

Location: 500 McLeod Street, Claims District Office **Information Maintained:** Claim number, name, address of registered vehicle owner, year/make/model of vehicle, plate number, serial number, damage appraisal, repair account(s), quality control check, and comments as to the quality of the repairs **Uses:** To verify that repairs paid by SGI reflect those outlined on damage appraisal and that repairs meet the industry standards **Users:** Claims Adjuster, Claim Managers, SIU, Legal **Type of Individuals:** Name(s) of repairer(s), name of vehicle owner

Claims Technical Analysis Reports

Information Maintained: Claim number, name of insured, year/make/model/serial number of vehicle or equipment and examination results **Uses:** To assist in adjustment of claim **Users:** Claims Adjuster, Claims Managers, Legal **Type of Individuals:** name of insured

Legal

Provide legal services to SGI and its insureds on claims matters and legal services to SGI on non-claims matters.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on legal claim files

PERSONAL INFORMATION

Legal Claim Files

Location: Head Office **Information Maintained:** Legal files which may contain: names of parties to legal actions; legal and medical documents, settlement, judgment or other disposition of the claim and claims file documentation **Uses:** Legal **Users:** SGI staff

Type of Individuals: Parties to litigation

Suspension Cards

Location: Head Office **Information Maintained:** Persons whose driving and registration privileges have been suspended for failure to meet financial responsibility as required for a claim **Uses:** legal **Users:** Legal, MVD, Claims Subrogation **Type of Individuals:** Persons whose driving and registration privileges have been suspended for failure to satisfy judgments

Writ of Execution File

Location: Head Office **Information Maintained:** Persons against whom writs of execution have been filed on judgments obtained **Uses:** legal **Users:** Legal **Type of Individuals:** Persons against whom writs of execution have been filed on judgments obtained

Security and Special Investigation Unit (SIU)

Conduct investigational tasks for the defence of litigation commenced against the Corporation. Investigation of claims. Responsible for the security of the buildings, records and staff. Investigates complaints regarding theft, vandalism or damage to property. Conducts any required employee or agent investigations.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information for claims,underwriting, salvage, staff, agents or issuers.

PERSONAL INFORMATION

Vehicle Fire Investigational Reports

Location: SIU Department, SGI Head Office, Regina; SIU Department, SGI, Saskatoon **Information Maintained:** File identification numbers, owner/ driver and vehicle information, details of the loss and various investigative and analytical reports **Uses:** For adjusting claims and underwriting purposes **Users:** Claims, Legal, Enforcement agencies, Underwriting **Type of Individuals:** Name of vehicle owner, witnesses and consultants utilized, name of investigating police officer and SIU personnel, claims adjuster

Vehicle Theft Investigational Reports

Location: SIU Department, SGI, Head Office, Regina, SIU Department, SGI, Saskatoon **Information Retained:** Vehicle and owner information including purchase particulars along with examination and various investigative reports **Uses:** To determine if incorrect VIN is related to a stolen vehicle **Users:** Motor Vehicles Licensing, Enforcement Agencies, Claims **Type of Individuals:** Name of vehicle owner, SIU investigating officer claims adjuster

Post-Repair Audit Investigational Reports

Location: SIU Department, SGI, Head Office, SIU Department, Saskatoon **Information Maintained:** Name of repair firm, owners of vehicles involved, repair account damage appraisal, SIU examination results **Uses:** To investigate repair account discrepancies **Users:** Claims, Enforcement Agencies, Underwriting **Type of Individuals:** Name of repair firm and/or its owners; owner of involved vehicles, SIU Investigating Officer

Salvage Investigational Reports

Location: SIU Department, SGI, Head Office, Regina, SIU Department, SGI, Saskatoon **Information Maintained:** SIU file number, claim number, year/make/model of vehicle salvage number, details of problems, SIU results **Uses:** To recover losses **Users:** Legal, Claims, Salvage, Enforcement Agencies **Type of Individuals:** Names of any individuals involved, SIU Investigating Officer

Bodily Injury Investigational Reports

Location: SIU Department, SGI, Head Office, Regina, SIU Department, Saskatoon **Information Maintained:** SIU file number, claim file, name and address of insured, claimant, particulars of the claim(s) submitted, SIU results **Uses:** To assist in injury claims settlements **Users:** Claims, Legal, Enforcement Agencies **Type of Individuals:** Name of insured, witnesses,claims adjuster, lawyer

Agency and/or Issuer Investigational Reports

Location: SIU Department, SGI, Head Office, Regina, SIU Department Saskatoon **Information Maintained:** Name of Agency or Issuer **Uses:** To ensure agents/ issuers comply with SGI requirements and/or legislation governing vehicle registrations **Users:** Motor Vehicle Division, Legal, Agency and Enforcement Agencies **Type of Individuals:** name of issuer and/or agent, Special Investigation Unit, Investigating officer, witnesses and consultants

General Fire and Theft Investigations

Location: SIU Department, SGI, Head Office, Regina, SIU Department, SGI, Saskatoon **Information Maintained:** SIU number, claim number, name and address of insured, loss particulars, amounts of insurance in place, SIU results **Uses:** To assist in settling claims **Users:** Claims, Legal, Enforcement Agencies, Underwriting **Type of Individuals:** Name of insured(s), adjuster, SIU investigational officer, witnesses, lienholder

General Jewellery Claim Investigational Reports

Location: SIU Department, SGI, Head Office, Regina, SIU Department, SGI, Saskatoon **Information Maintained:** SIU file number, claim number, name/ address of insured, particulars of claim, names of any witnesses and various investigation results **Uses:** To assist in claims settlements **Users:** Claims, Legal, Enforcement Agencies, Underwriting **Type of Individuals:** Name of insured, witness and consultants

Underwriting Investigational Reports

Location: SIU Department, SGI, Head Office, Regina, SIU Department, SGI, Saskatoon **Information Maintained:** Name and address of applicant insured, policy number, details of risk to be or insured by SGI, and investigative reports **Uses:** To assist in risk assessment **Users:** Underwriting **Type of Individuals:** Name of applicant or insured, and references

Internal Department and/or Staff Investigational Reports

Location: SIU Department, SGI, Head Office Regina, SIU Department, SGI, Saskatoon **Information Maintained:** Name of person or department and investigation reports. **Uses:** To determine if corrective action is required **Users:** Department VP/Manager, Legal, Human Resources **Type of Individuals:** Names of employees involved

SALVAGE

Salvage Operations

Salvage Operations produces and markets quality recycled auto parts, total loss vehicles, and general salvage on a profitable basis. Salvage Operations helps reduce claims costs by providing used parts to the claims process.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on the receipt and the disposal or recycling of total loss vehicles and general salvage obtained by SGI through the claims process.

Back Order File
Customer Files
Hollander Interchange Database
Inventory Records
Price Book
Sales Records
Stock Ticket Records (Vehicle Files), (General), (Supplementary Product) Automated Customer Files

PERSONAL INFORMATION

Contains correspondence relating to the receipt and sale or dismantle of salvage obtained through the process of settling claims.

Customer Records

Location: Head Office Salvage Admin/Finance area **Information Maintained:** Personal and financial information, including correspondence relating to a customers financial transactions with salvage **Uses:** Issue of credit, cancellation of credit, collection of NSF cheques and overdue accounts **Users:** Salvage Admin/Finance staff **Type of Individuals:** Individuals who have applied for credit with SGI Salvage Operations, and individuals whose cheques have been returned NSF

Automated Customer Files

Location: Head Office Salvage Admin/Finance area/branches **Information Maintained:** Customer account number, name, city, balance due on account, sales by month and account aging **Uses:** To record and control accounts receivable and verify sales volumes **Users:** Branch and Head Office Administration/Finance staff **Type of Individuals:** Customers having an account with SGI Salvage

Salvage Branches

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on the receipt and disposal or recycling of total loss vehicles and general salvage obtained by SGI through the claims process.

Automated Customer Files
Back Order File
Customer Files
Dismantling Decision Records
Hollander Interchange Data Base
Inventory Records
Price Book
Sales Record
Stock Ticket Records (vehicle, general and supplementary product)

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Government Insurance
2260 11th Avenue
Regina, Saskatchewan S4P 0J9

Telephone: (306) 565-1323

SASKATCHEWAN GRAIN CAR CORPORATION

ADDRESS

Room 108 - 256 2nd Avenue West, Box 2498
Melville, Saskatchewan S0A 2P0

MANDATE

The mandate of the Saskatchewan Grain Car Corporation is to monitor and police usage of the Government of Saskatchewan's one thousand railway hopper cars.

ORGANIZATION

The office is assisted by a resident computer system connected to CN and CP Rail to capture all movements of cars. All policies and authorizations are governed by the Board of Directors of the Corporation with the Chairman being the Minister of Agriculture and Food.

GENERAL CLASSES OR TYPES OF RECORDS

Computer Agreements/Statistics
Hopper Car Files
Investment Files
Railway Leasing Agreements
Railway Operating Agreements

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Grain Car Corporation
Room 108 - 256 2nd Avenue West
Melville, Saskatchewan S0A 2P0

Telephone: (306) 728-7444

SASKATCHEWAN HOUSING CORPORATION

ADDRESS

900 - 2500 Victoria Avenue
Regina, Saskatchewan S4P 3V7

MANDATE

The Saskatchewan Housing Corporation owns, delivers, and administers the Province's social housing portfolio, and acts as the Province's agent in Federal-Provincial agreements.

GENERAL CLASSES OR TYPES OF RECORDS

Staff functions and file listings are a part of the Department of Community Services' Housing and Administrative Services Division.

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Community Services
9th Floor, 2500 Victoria Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-2635

SASKATCHEWAN HUMAN RIGHTS COMMISSION

ADDRESS

8th Floor, 122 3rd Avenue North
Saskatoon, Saskatchewan S7K 2H6

MANDATE

To promote recognition of the inherent dignity and the equal inalienable rights of all members of the human family, and to further public policy in Saskatchewan that every person is free and equal in dignity and rights and to discourage and eliminate discrimination.

ORGANIZATION

The Commission has offices in Saskatoon and Regina. It is organized into four work units: Investigation Unit; Public and Special Programs Unit; Support Staff Unit; and Staff Lawyer.

GENERAL CLASSES OR TYPES OF RECORDS

Affirmative Action Files
Complaint/Investigation Files
Exemption Files
Minutes of Commission Meetings

PERSONAL INFORMATION

Complaint Files

Location: Human Rights Commission Office **Information Maintained:** Statements of complaints, witnesses and respondents and copies of documents that may be evidence in the particular case; legal opinions obtained from Commission counsel; correspondence from counsel representing respondents, witnesses and complainants; recommendations of Commission staff; correspondence regarding attempts at settlement; records of Board of Inquiry and appeal proceedings **Uses:** Provides a record of the complaint, the investigation conducted and action taken in each case **Users:** The Human Rights Commission staff **Type of Individuals:** Complaints, respondents and witnesses involved in investigation files

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

SASKATCHEWAN LANDS APPEAL BOARD

ADDRESS

Room 325, 3085 Albert Street
Regina, Saskatchewan S4S 0B1

MANDATE

The Lands Appeal Board is appointed for the purpose of hearing appeals by persons aggrieved by a decision of the Lands Branch, Saskatchewan Rural development, respecting the allocation of Crown agricultural land or the termination of a lease of such land.

NOTE: The Lands Appeal Board was formerly known as the Land Bank Appeal Board and was previously under the jurisdiction of the Department of Agriculture and Food.

ORGANIZATION

Board members are appointed by the Minister of Rural Development, upon approval by the Lieutenant Governor in Council, under the authority of *The Provincial Lands Act*. The board consists of at least five members, three of whom form a quorum and sit on individual appeal hearings. The Minister generally consults with various farm organizations in the province to obtain recommendations for appointments.

GENERAL CLASSES OR TYPES OF RECORDS

Administrative support records relating to *The Provincial Lands Act* and Regulations

Appeal Hearings/Decisions
Field Investigations
Hearing Dates/Procedures

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Lands Appeal Board
Room 325, 3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 787-5273

SASKATCHEWAN LEGAL AID COMMISSION

ADDRESS

#820 - 410 22nd Street East
Saskatoon, Saskatchewan S7K 2H6

MANDATE

The Saskatchewan Legal Aid Commission provides legal services to persons and organizations in respect of civil and criminal matters where those persons and organizations are financially unable to secure those services from their own resources.

ORGANIZATION

The Commission has a Central Office located in Saskatoon and thirteen Area Offices located throughout the province. Refer to the telephone directory for offices located in your area. The public is served directly through the Area Offices.

GENERAL CLASSES OR TYPES OF RECORDS

Contains administrative records

PERSONAL INFORMATION

Legal Aid Applicant and Client Files (subject to solicitor/client privilege)

Location: Central Office and Area Offices **Information Maintained:** Name, Address, Phone Number, Birth Date, Sex, Marital Status, Employment Status, Social Insurance Number, Personal Health Number, Treaty Number, Spouse's Name and Address, Number of Dependents, Statement of Personal and Financial Data, Consent to Verify Information, Amount of Contribution Assessed, Consent for Cost Sharing Programs, Reasons for Application, Eligibility Decision, and Related Correspondence and Documents **Uses:** Determine eligibility for legal aid; provide legal advice or services **Users:** Legal Aid employees **Type of Individuals:** Applicants for legal aid; recipients of legal aid

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Legal Aid Commission
820 - 410 22nd Street East
Saskatoon, Saskatchewan S7K 2H6

Telephone: (306) 933-5300 or
1-800-667-3764 (Saskatchewan only)

SASKATCHEWAN LIQUOR BOARD

ADDRESS

1660 Park Street
P.O. Box 5054
Regina, Saskatchewan S4P 3M3

MANDATE

The Liquor Board of Saskatchewan provides a wide selection of beverage alcohol to the public and issues licenses for on-premise consumption of beverage alcohol and special occasion licenses and permits, in a manner which, while encouraging its responsible use, complies with provincial legislation, is consistent with current social standards and contemporary levels of customer service and optimizes the amount of revenue available for transfer to the Provincial Government.

ORGANIZATION

The Liquor Board of Saskatchewan is comprised of the following divisions: Operations; Finance, Information Systems and Administration; Liquor Licensing; Audit; and Human Resources.

OPERATIONS DIVISION

This division is primarily composed of a network of government-owned liquor stores throughout the Province. This division procures, warehouses and arranges the transportation of beverage alcohol products. The Operations Division selects and recommends the Cabinet appointment of the privately owned Franchises and provides supervision, advice and support to them. The Operations Division is also involved in in-store display, tasting and trade sampling programs along with other merchandising activities. Another function of this division is to co-ordinate the design, construction and major renovations of the liquor stores as well as the negotiation and administration of leased space.

The Operations Division consists of the following specific work units: Stores, Franchises, Products and Merchandising, Purchasing, Distribution and Traffic.

FINANCE, INFORMATION SYSTEMS AND ADMINISTRATION

This division develops and manages programs in the area of finance, insurance and accounting systems and provides administrative support services. It also develops and maintains computerized systems for the Board, assists managers to determine information requirements and to develop and implement systems which meet identified requirements.

The Finance, Information Systems and Administration Division consists of the following specific work units: Data Processing, Information Systems Development, Accounting and Payroll and Administration.

LIQUOR LICENSING

This division provides administrative support to the Liquor Licensing Commission. The division handles the administration of the licenses application process, the scheduling of public hearings and the renewal of licenses. As well, the inspection staff ensures that outlets licensed for on-premises consumption of beverage alcohol comply with the requirements and standards set out by the Commission and *The Alcohol Control Act*.

The Liquor Licensing Division consists of the following specific work units: Licensing Administration, Permit Administration and Licensing Inspection.

AUDIT

This division is responsible for programs to safeguard resources against waste, fraud and inefficiency, to promote the accuracy and reliability of accounting and operations data, and to measure and report compliance with Board policy. The division consists of the following units: Internal Audit and Field Audit.

HUMAN RESOURCES

This division is responsible for the development and administration of employee relations programs, administration of the collective bargaining agreement, salary administration, employee benefits, performance appraisal, selection and recruitment and other related human resource programs.

GENERAL CLASSES OR TYPES OF RECORDS

Licensing and Inspection
Merchandising
Operations - Retail Store, Franchises
Permit and License Administration

PERSONAL INFORMATION

Licensee Files (Existing & Pending)

Location: Licensing Division **Information Maintained:** Name, address, telephone number, personal history report, RCMP crime verification and/or conviction reports, fingerprints, inspection reports, letters of complaints, premise layout plans, proof of financial capability documentation, police reports (operational and/or personal), Health and Fire documentation, lease agreements, purchase agreements and certificate of title, Certificate of Incorporation, company minutes, Club Constitution/Bylaws and Membership Lists, correspondence with other Provincial/Federal agencies **Uses:** To determine qualification and/or continuance of license and to meet requirements set out in *The Alcohol Control Act* **Users:** Liquor Board Licensing Branch **Type of Individuals:** Existing and pending licensees

Franchise Files

Location: Operations Division **Information Maintained:** Name, address, telephone number, Franchise Application, Agreement, correspondence (information and operational), Order-in-Council, credit references **Uses:** Record management **Users:** Operations Division staff **Type of Individuals:** Individuals requesting franchise

Special Occasion Licenses and Permits

Location: Licensing Division **Information Maintained:** Name, address, telephone number, location of on-premise consumption, beverage alcohol brands and quantities, Constitution/Bylaws, Membership list and minutes, copy of Certificate of Incorporation, inspection reports **Uses:** Record management **Users:** Licensing Branch staff **Type of Individuals:** Individuals making application for a Special Occasion License and/or Permit

Report of Seizure of Liquor

Location: Head Office **Information Maintained:** Name, address, reason for seizure, list of liquor seized, date convicted or dismissed, location of court hearing, penalty, name of judge or magistrate, disposition of alcohol **Uses:** Requirement under *The Alcohol Control Act* to respond to requests with respect to disposition of seized alcohol **Users:** Chairman **Type of Individuals:** Individuals who have had liquor seized

Liquor Licensing Commission Hearings

Location: Licensing Division **Information Maintained:** Name and address of Licensee and outlet, record of information provided and received at hearing, decision given, actual minutes of meeting **Uses:** To keep a record of Commission Hearings **Users:** Liquor Board Staff **Type of Individuals:** Individuals who have received hearings

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Liquor Board
1660 Park Street
P.O. Box 5054
Regina, Saskatchewan S4P 3M3

Telephone: (306) 787-4220

SASKATCHEWAN LIQUOR BOARD SUPERANNUATION COMMISSION

ADDRESS

C/O Public Employees Benefits Agency
Suite 400A - 2350 Albert Street
Regina, Saskatchewan S4P 4A6

MANDATE

The Liquor Board Superannuation Commission is responsible for the administration of the Liquor Board Superannuation Plan and its investment activities. The commission sets policy, reviews the performance of the superannuation fund, approves special agreements, and enters into contracts for special services (ie. technical support).

ORGANIZATION

The commission consists of three members who are appointed by the Lieutenant Governor in Council. One of the commission members is nominated as chairman.

To discharge its various duties the commission uses a number of organizations: including the Plan Administrator being the Public Employees Benefits Agency; Investment Manager; Custodian; Asset Consultant; and the Actuary.

GENERAL CLASSES OR TYPES OF RECORDS

The Public Employees Benefits Agency maintains the records of the supervisory board.

Actuarial Reports
Actuarial Valuations
Custodial Reports
Investment Manager Reviews
Investment Performance Reports
Reciprocal Agreements
Registration of the plan under the *Income Tax Act*

PERSONAL INFORMATION

Paper Files

Location: Public Employees Benefits Agency **Information Maintained:** Name, address, social insurance number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service and pension benefits, name of spouse, spouse's date of birth, and choice of options for annuity and pension purposes **Uses:** To calculate and pay benefits or special payments (ie. refunds) to eligible plan members **Users:** Staff of the Public Employees Benefits Agency **Type of Individuals:** Individuals who participate or have participated in the pension plan

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 4A6

Telephone: (306) 787-6532

SASKATCHEWAN MINING DEVELOPMENT CORPORATION

ADDRESS

C/O Crown Investment Corporation
2400 College Avenue
Regina, Saskatchewan S4P 1C8

MANDATE

In 1988, Cameco - a Canadian Mining and Energy Corporation was formed by Saskatchewan Mining Development Corporation, and Eldorado Nuclear Limited (Eldorado), a federal Crown corporation. In October, 1988, substantially all of the operating assets, contracts and net working capital of Saskatchewan Mining Development Corporation and Eldorado Nuclear Limited were transferred to Cameco leading to the ultimate transformation of Saskatchewan Mining Development Corporation into a holding company which owns and monitors the Province of Saskatchewan's investment in Cameco.

GENERAL CLASSES OR TYPES OF RECORDS

Records are maintained by the Crown Investment Corporation.

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Crown Investment Corporation
2400 College Avenue
Regina, Saskatchewan S4P 1C8

Telephone: (306) 787-6851

SASKATCHEWAN MUNICIPAL BOARD

ADDRESS

Room 480, 2151 Scarth Street
Regina, Saskatchewan S4P 3V7

MANDATE

The Board is an administrative tribunal structured to ensure the financial credibility of municipalities, and ensure planning, development and tax assessment appeals are heard.

The Saskatchewan Municipal Board was created in 1988 which consolidated the former Saskatchewan Local Government Board, Saskatchewan Assessment Appeals Board, Provincial Planning Appeals Board and the Saskatchewan Municipal Boundary Commission.

The Board operates through the following Committees: Local Government, Planning Appeals, Assessment Appeals, and the Municipal Boundary.

The ***Local Government Committee's*** primary function is to supervise the financial activities of all urban centres, rural and northern municipalities , school divisions, union hospitals, and special care homes.

The ***Planning Appeals Committee*** hears and renders decisions on appeals arising from decisions of Local Development Appeals Boards and subdivision approving authorities pursuant to *The Planning and Development Act*, 1983.

The ***Assessment Appeals Committee*** hears and renders decisions on all appeals from the local board of revision. The Committee further adjudicates on the apportionment of school levies, at the request of the Minister of Education in cases of school units and on appeals from municipalities in the case of Town and Village school districts.

The ***Municipal Boundary Committee*** reviews applications for the alteration of boundaries when affected municipalities cannot agree on the proposed nature of the alteration.

GENERAL CLASSES OR TYPES OF RECORDS

Assessment Appeals Committee
Health Region Files
Housing Corporations, Nursing Homes and Lodges
Local Government Committee
Municipal Board - Administration
Municipal Boundary Committee
Northern Municipal Files
Planning Appeals Committee
Rural Municipal Files
School Division Files
Union Hospital and Separate Hospital Files
Urban Municipal Files

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Municipal Board
Room 480, 2151 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6227

SASKATCHEWAN PENSION PLAN BOARD OF TRUSTEES

ADDRESS

P.O. Box 5555, 608 Main Street
Kindersley, Saskatchewan S0L 1S0

MANDATE

The Saskatchewan Pension Plan (SPP) Board of Trustees has a mandate to administer the Plan and to act as trustee of the fund.

The SPP is a government-sponsored pension plan available to all Saskatchewan residents, targeted to those with limited access to private pension plans or to those who want to supplement other retirement savings.

GENERAL CLASSES OR TYPES OF RECORDS

Client service (member) files
Investment administration
Marketing and communications
SPP forms and brochures

PERSONAL INFORMATION

SPP Contributions/Retirement Records

Location: Kindersley **Information Maintained:** Name, address, Social Insurance Number, beneficiary, occupation, retirement date, selected income tax information as provided by Revenue Canada, bank information for retired members, birth date, SHSP number, phone, pension benefit amount, type of annuity, contribution history. For small business participants: Company name, address, contact and employee members **Uses:** To determine eligibility of membership, government matching contributions and retirement and the amount of pension benefits **Users:** Saskatchewan Pension Plan staff **Type of Individuals:** Individuals who have applied and have been accepted as members

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6532

SASKATCHEWAN POLICE COMMISSION

ADDRESS

5th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 4A6

MANDATE

Promotes preservation of peace, prevention of crime, efficiency of police services and to attain these goals utilizes the guidelines established by *The Saskatchewan Police Act.*

The Commission also, by virtue of *The Police Act* and through the Saskatchewan Police College, prepares, co-ordinates and delivers police recruit and in-service training to all Saskatchewan municipal police officers.

GENERAL CLASSES OR TYPES OF RECORDS

Information relating to the administration and operation of the Saskatchewan Police Commission and the College.

City Municipal Police Forces -- General
Crime Prevention
Federal Training
Provincial Police Commissions
Provincial Training
R M Municipal Police Forces - General
The Police Act and Regulations
  - Correspondence
Town Municipal Police Forces - General

PERSONAL INFORMATION

Contains information relating to inquiries and appeals under The Police Act and its regulations.

Police Act Discipline Hearings and Appeals

Location: Office of the Commission **Information Maintained:** Appellant's name, employing police force **Uses:** Determine and document appeal decisions **Users:** Commission staff **Type of Individuals:** Individuals appealing decisions of a lower tribunal

Police Act Public/Ministerial Inquiries

Location: Office of the Commission **Information Maintained:** Name, transcripts of inquiries, investigation reports, decisions and recommendations **Uses:** Document the Commission's decisions and recommendations; determine policing requirements and standards **Users:** Commission staff, police forces, police governing authorities **Type of Individuals:** Individuals involved in inquiries and investigations, witnesses

Police Recruit Class History

Location: Office of the Commission **Information Maintained:** Recruit's name, final marks **Uses:** To ensure recruits are qualified **Users:** Commission staff **Type of Individuals:** Police recruits

Police Officer Training History

Location: Police College **Information Maintained:** Police officer's name, exam marks, assessment results **Uses:** Document the officer's training.record **Users:** College and Commission staff, recruit, police force **Type of Individuals:** Police officers

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

SASKATCHEWAN POWER CORPORATION (SASKPOWER)

ADDRESS

2025 Victoria Avenue
Regina, Saskatchewan S4P 0S1

MANDATE

SaskPower is incorporated pursuant to and operates under the authority of *The Power Corporation Act, R.S.S. 1978 c.P-19* and Amendments thereto. SaskPower's mandate is to meet the electrical needs of Saskatchewan residents in a reliable, safe, efficient and environmentally responsible manner, while providing extraordinary customer service.

ORGANIZATION

The business and affairs of SaskPower are directed and controlled by a Board of Directors. The President and Chief Executive Officer, together with the Executive Committee, manage the corporation in accordance with direction from the Board of Directors and the Chairman on its behalf. The Executive Committee oversees the corporation's 12 divisions. SaskPower's transmission and distribution system within the province is divided into six geographical regions, which contain a total of 97 district offices. The primary organizational unit at SaskPower is the division rather than the region.

NOTE: The listed classes and types of files and their suggested locations represent a general description of groups of files which may be found in more than one division at SaskPower. Therefore, this Directory cannot be construed as a detailed listing of each file kept at SaskPower.

QUALITY IMPROVEMENT DIVISION

The Quality Improvement Division is accountable for the development and implementation of strategies directed at focussing all employees towards providing extraordinary customer relations.

GENERAL CLASSES OR TYPES OF RECORDS

Action plan projections
Customer relations training schedules
External quality of service records
Internal measurement and feedback records

PERSONAL INFORMATION

None

FINANCE DIVISION

The Finance Division is responsible for the effective financial management of SaskPower's resources and treasury operations. It provides financial information on the results of the activities of SaskPower; ensures compliance with relevant statutory, legal and contractual obligations; provides centralized accounting services; and supports the corporation in meeting its obligations as trustee of pension and insurance funds.

GENERAL CLASSES OR TYPES OF RECORDS

Asset accounts studies and reports
Bond issues
Insurance files
Investment Records
Risk Management Records
Taxation Records

PERSONAL INFORMATION

Corporate Bond File

Location: Finance Division **Information Maintained:** name and address of bondholder, resident/non-resident status, details of transaction including value of holdings, due date and interest **Uses:** used in the transfer and redemption of bonds, as well as the calculation of benefits **Users:** Finance division and auditors **Type of Individuals:** Current and past bondholders

POWER PRODUCTION DIVISION

The Power Production Division is responsible for the effective utilization of generating facilities and integrating the utilization of transmission facilities and other available resources to produce and supply electricity.

GENERAL CLASSES OR TYPES OF RECORDS

Environmental monitoring records
Fuel inventory, analysis and consumption records
Generating station maintenance and operation records
Hydraulic survey data (including water elevations, flows and discharges)
In-service and commissioning reports
Inspection, maintenance and reliability reports
Pressure vessel test records
Quality engineering reports
Reliability and maintainability standards, specifications and reports
Safety reports

PERSONAL INFORMATION

None

MAJOR PROJECTS DIVISION

The Major Projects Division plans and implements additions, major modifications, rehabilitations and terminations to the generating facilities and associated facilities, including all related technical and construction services, in a safe, timely and economic manner with regard for the environment and required levels of facility performance.

GENERAL CLASSES OR TYPES OF RECORDS

Commissioning reports
Construction deficiency reports
Construction permits and approved drawings
Construction progress photographs
Contract administration binders
Design correspondence (generating stations, transmission lines, transformer sites, telecommunications and rehabilitation projects)
Design reports, studies, notes and change documentation
Engineering cost reports, evaluations and consultants records
Environmental assessments and impact studies
Geotechnical records and reports
Route and site design
Scheduling documents (coordinating and control schedules)
Specifications (technical, design, performance and standard)
Structural and stress analysis
Survey and mapping

PERSONAL INFORMATION

None

CORPORATE SERVICES AND COMMUNICATION DIVISION

The Corporate Services and Communication Division is responsible for providing specified supplies and services, including material, equipment, information, real estate and security, to meet the needs of all divisions of SaskPower. The Division also communicates SaskPower's policies, plans and activities to the residents of Saskatchewan and employees, thereby contributing to their understanding and acceptance of the same. It ensures that other divisions are aware of and sensitive to public concerns and that those concerns are considered in SaskPower's decision making.

GENERAL CLASSES OR TYPES OF RECORDS

Advertising records
Community impact (agreements management program and policy development, studies and surveys)
Corporate communications plans and programs
Corporate relations outlook, objectives, strategy and performance records
Employee communications plans and programs
Employee publications (bulletins, media activity reports, videotapes and transcripts of news broadcasts)
Information systems planning, operation and evaluation reports

News releases on announcements and significant events
Public attitudes research studies
Public consultation programs including transcripts, exhibits and associated records

PERSONAL INFORMATION

Corporate Identification Card File

Location: Corporate Services and Communication Division **Information Maintained:** name, employee number and photograph **Uses:** identify employees for security purposes **Users:** security staff, Human Resources manager, internal auditors **Type of Individuals:** SaskPower employees

PLANNING DIVISION

The Planning Division helps to shape SaskPower's future by forecasting future electrical consumption levels and developing strategies, programs and bulk electrical system plans to meet future requirements. The division is also involved in physical research, testing and development, as well as non-utility generation.

GENERAL CLASSES OR TYPES OF RECORDS

Bulk electricity system policy and strategy
Construction program records
Corporate business planning and budget programming
Economic forecasting and analysis
Interconnection records (including buy and sell contracts)
Load forecasting files and reports
Operations research
Power systems studies
Regional supply planning records
Research contracts and special projects
Research reports and abstracts
Research testing and inspection reports
Resource prediction and planning records

PERSONAL INFORMATION

None

HUMAN RESOURCES DIVISION

The Human Resources Division provides SaskPower with leadership and services to maintain human resources capable of accomplishing the corporate program in a work environment conducive to high levels of productivity and job satisfaction in a manner consistent with the corporation's social responsibility.

GENERAL CLASSES OR TYPES OF RECORDS

Affirmative Action Program Records
Compensation Surveys and Reports
Health and Safety Program Records
Human Resources Information Systems
Human Rights Statistics and Reports
Internal Job Competition Files
Labour Relations Files
Safety Studies, Statistics and Reports

PERSONAL INFORMATION

External Applications for Employment File

Location: Human Resources Division, Head Office **Information Maintained:** Personal data contained on applications and resumes including name, social insurance number, work status, education, employment history **Uses:** screen and select external applicants for work competitions **Users:** Human Resources staff, line managers and supervisors **Type of Individuals:** External applicants seeking employment with SaskPower

Internal Job competitions File

Location: Human Resources Division, Head Office **Information Maintained:** applications and supporting documents for advertised internal vacancies, requests for transfer, job application history, selection notices, seniority listings, interview summaries and evaluations **Uses:** facilitate and document the internal job selection and transfer process **Users:** Human Resources staff **Type of Individuals:** applicants for internal job vacancies and transfers

Employee Assistance Program File

Location: Human Resources Division, Head Office **Information Maintained:** name, employee number, date of birth, position, referral to external consultant, reports from external consultants **Uses:** refer employees applying for assistance to consultants **Users:** employee assistance referral agent and external consultant **Type of Individuals:** applicants under the Employe Assistance Program

Employee Housing Incentive Program File

Location: Human Resources Division, Head Office **Information Maintained:** name, address, employee number, position, financial information, legal description of proposed residence, purchase price, mortgage rate and balance **Uses:** assist transferred employees in constructing housing in designated areas with insufficient available housing **Users:** Compensation and Benefits staff, Human Resources officers, internal and external auditors **Type of Individuals:** employees receiving benefits under the plan

TRANSMISSION AND DISTRIBUTION DIVISION

The Transmission and Distribution Division strives to provide for the electricity needs of Saskatchewan by planning, constructing and maintaining a reliable, effective, efficient and environmentally sensitive transmission and distribution system so that the overall costs and benefits are shared fairly by all customers.

GENERAL CLASSES OR TYPES OF RECORDS

Advice and service to customers
Electrical inspection and regulatory records
Electrical inspection reports and files
Engineering, operating and maintenance records for transmission and distribution lines
Equipment technical files and drawings
Rates and service classifications
Regional disbursements
Transport, work and service equipment records

PERSONAL INFORMATION

None

ENVIRONMENT DIVISION

The Environment Division is responsible for monitoring the operations of SaskPower to ensure compliance with all relevant environmental legislation and guidelines. The division is also responsible for environmental advocacy and for ensuring that the corporation takes a pro-active approach by planning, constructing and operating all facilities in an environmentally responsible manner.

GENERAL CLASSES OR TYPES OF RECORDS

Electric generation assessment projects
Electric transmission/distribution assessment projects
Environment
  - audits and studies
  - committees, courses and conferences
  - guidelines
  - surveillance and monitoring
  - vegetation management
Power plants (the monitoring of thermal and hydro electric power plants)

PERSONAL INFORMATION

None

MARKETING DIVISION

The Marketing Division is responsible for providing marketing services to industrial and commercial customers to ensure that their electricity requirements are being met in an economic and reliable manner. The division is also responsible for performing rates and market analysis and providing customers with services and energy information programs that will permit them to make informed decisions about their electricity usage.

GENERAL CLASSES OR TYPES OF RECORDS

Advice and service to customers (municipal, direct and rural subtransmission customers)
Field marketing and energy utilization records
Flyash
Industrial and economic development
Powerwise and energywise programs
Programs and public awareness promotions
Rate policies, principals and rate structures
Rates and market analysis
Rates and service classifications
Trade shows and informational displays
Utilization of electricity reports and surveys

PERSONAL INFORMATION

None

LAW DIVISION

The Law Division is responsible for ensuring that SaskPower's rights are identified and protected; that operations are conducted in compliance with legal requirements; and that SaskPower is provided with legal advice and services conducive to effective operation.

GENERAL CLASSES OR TYPES OF RECORDS

Bonds
Builders lien files
Claims correspondence
Easements and right of ways
Financing
Garnishee summons and third party demands
Internal legal opinions
Labour relations files
Land management records
Litigation files
Patent, trademark and copyright files
Property acquisition, expropriation, and sales records
Real and personal property files (acquisitions, leases and sales)

PERSONAL INFORMATION

None

INTERNAL AUDIT DIVISION

The Internal Audit Division provides reasonable assurance to the Board of Directors, President and CEO and Executive Committee of SaskPower concerning the economy, efficiency and effectiveness of the corporation's operations and provide for systems of internal control with a view to action being taken for improvements where warranted.

GENERAL CLASSES OR TYPES OF RECORDS

Financial and computer audit polices and procedures

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
SaskPower
2025 Victoria Avenue, 12W
Regina, Saskatchewan S4P 0S1

Telephone: (306) 566-3112

SASKATCHEWAN POWER CORPORATION SUPERANNUATION COMMISSION

ADDRESS

c/o Saskatchewan Power Corporation
2025 Victoria Avenue
Regina, Saskatchewan S4P 0S1

MANDATE

The Saskatchewan Power Corporation Superannuation Commission is responsible for administering the Saskatchewan Power Corporation Superannuation Plan, and its communications and investment activities.

ORGANIZATION

The Commission consists of five persons appointed by the Lieutenant Governor in Council, one of whom shall be nominated as chairman. At least two of the members of the Commission shall be employees and representatives of the employees. Saskatchewan Power Corporation has control of the records that are pertinent to the Saskatchewan Power Corporation Superannuation Plan - the plan that was in place prior to the introduction of the Public Employees Superannuation Plan in 1977.

GENERAL CLASSES OR TYPES OF RECORDS

board minutes
warrants - needed to initiate pension plans
diary - track payment dates re contributions

PERSONAL INFORMATION

Pension Administration File

Location: Human Resources Division, SaskPower **Information Maintained:** name, superannuate number, address, SIN, beneficiary information, pension list and pay dates, health benefits information, employment list and correspondence with superannuates **Uses:** Pension plan administration **Users:** Human Resources staff, Pension Fund trustees, and auditors **Type of Individuals:** SaskPower superannuates and their beneficiaries

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Power Corporation
2025 Victoria Avenue
Regina, Saskatchewan S4P 0S1

Telephone: (306) 566-3112

SASKATCHEWAN PROPERTY MANAGEMENT CORPORATION (SPMC)

ADDRESS

2045 Broad Street
Regina, Saskatchewan S4P 3V7

MANDATE

SPMC is a provincial crown corporation responsible for providing space, capital projects, and supplies and services primarily to government departments and agencies. It also provides financing for capital projects to universities, hospitals and special care health facilities.

ORGANIZATION

The Corporation is organized into five main divisions, two agencies, and an executive support area. The five divisions are: Real Estate Services, Financial Services, Technical Services, Customer Services, and Human Resource Services. The two agencies are: Central Survey and Mapping, and Security Services.

REAL ESTATE SERVICES DIVISION

Manages the inventory, allocation and leasing of the Corporation's real estate portfolio. The division's activities include portfolio management, and property acquisitions.

GENERAL CLASSES OR TYPES OF RECORDS

SPMC Accommodation Manual

PERSONAL INFORMATION

None

FINANCIAL SERVICES DIVISION

Responsible for internal support services including budgeting, accounting, financial reporting, financial records, legal, audit, risk management, administration, and corporate information and reporting.

GENERAL CLASSES OR TYPES OF RECORDS

General Administrative Records

PERSONAL INFORMATION

None

TECHNICAL SERVICES DIVISION

Responsible for project delivery, maintenance, construction management, occupational health and safety, and furniture distribution.

GENERAL CLASSES OR TYPES OF RECORDS

Construction of bonds and claims, building drawings, contracts, evaluations, and tendering documents.
Project Delivery Guidelines

PERSONAL INFORMATION

None

CUSTOMER SERVICES DIVISION

Responsible for daily operation and maintenance of buildings, management of leases, and provision of vehicles, aircraft, mail delivery, photographic services, employee relocations, records management, procurement, disposal of surplus goods, and office supplies to government departments and agencies.

GENERAL CLASSES OR TYPES OF RECORDS

Air Ambulance Operations Manual
Air Transportation Maintenance Manual
Customer Guide to Delegations publication
Customer Guide to Procurement Services publication
Executive Air Operations Manual
Northern Air Maintenance Manual

Northern Air Operations Manual
Photographic Library File
Print Procurement Policy
Provincial Government Voice and Data Network Manuals
Purchasing Policy
Purchasing Procedures and Directives
Selling to the Government of Saskatchewan publication
Tendering Policy
Vehicle Policy and Procedures Manual

PERSONAL INFORMATION

None

HUMAN RESOURCES SERVICES DIVISION

Provides human resource management, staff training and development, payroll and employee assistance services.

GENERAL CLASSES OR TYPES OF RECORDS

Employee Fairness

PERSONAL INFORMATION

None

SECURITY SERVICES DIVISION

Responsible for the security of all assets and personnel in SPMC managed facilities. Comprised of integrated physical and environmental security systems, security awareness and crime prevention programs, protective services and investigations, each focusing on prevention and asset protection.

GENERAL CLASSES OR TYPES OF RECORDS

Bomb Threat Policy
Investigations

PERSONAL INFORMATION

None

CENTRAL SURVEY AND MAPPING

Responsible for developing, managing and distributing Saskatchewan's basic survey, mapping and land database systems through the following functions: cadastral mapping, topographic mapping, geodetic surveying, and data management.

GENERAL CLASSES OR TYPES OF RECORDS

Data Distribution Policies
Data sets, public standards and regulations for:
- Map and aerial photography library materials
- Property and Topographic mapping system
- Provincial Geodetic survey system
- Provincial Legal survey system

Geographic Names Board Policies and Provincial Records
Surveys

PERSONAL INFORMATION

None

EXECUTIVE SUPPORT

Consists of the president's office, corporate systems, corporate communications and corporate planning.

GENERAL CLASSES OR TYPES OF RECORDS

General Administrative records

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Property Management Corporation
2045 Broad Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-6925

SASKATCHEWAN RESEARCH COUNCIL

ADDRESS

15 Innovation Boulevard
Saskatoon, Saskatchewan S7N 2X8

MANDATE

The Saskatchewan Research Council's (SRC) mandate is "applying science and technology for the economic development of Saskatchewan in an environmentally responsible manner".

ORGANIZATION

SRC is a major research and development organization applying innovative approaches to solving problems in the resource, industry, and manufacturing sectors. A team approach for research and development and technology transfer is used by working with government departments, universities, and the private sector. The Council consists of the Minister Responsible for SRC, a Board of Directors, President, Vice President-Research Branch, Vice President-Technology Transfer & Business Development Branch, and the Vice President-Operations Branch.

Research Branch

This Branch provides applied research for clients with the following support divisions: Petroleum Division; Process Development Division; Rural Development Division, and the Resources Division.

Technology Transfer & Business Development Branch

Technology Transfer Branch provides industrial and manufacturing sectors with the following support divisions: Productivity and Quality Division; Equipment and Machinery Development Division; Technology Services Division; Building Science Division, and the Canadian Centre for Advanced Instrumentation.

Operations Branch

This Branch provides applied research and sample analysis for clients with the following support divisions: Environment Division; Analytical Services and Bovine Blood Typing; and Laboratory Administration.

GENERAL CLASSES OR TYPES OF RECORDS

SRC Board members
SRC publications

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Research Council
15 Innovation Boulevard
Saskatoon, Saskatchewan S7N 2X8

Telephone: (306) 933-5450

SASKATCHEWAN SECURITIES COMMISSION

ADDRESS

850 - 1914 Hamilton Street
Regina, Saskatchewan S4P 3V7

MANDATE

The mandate of the Saskatchewan Securities Commission is to protect Saskatchewan investors by regulating the sale of securities or investments. The Commission administers *The Securities Act, 1988.*

ORGANIZATION

The Commission is organized into five branches: Registration; Corporate Finance; Enforcement; Exemptions; and General Counsel's Office.

The Commission is responsible for registering those who sell securities; reviewing documents by which companies sell their securities; maintaining and providing access to a pool of continuous disclosure information about public companies; investigating complaints and applying legal sanctions to those who have violated the legislation and industry standards; reviewing and making recommendations on applications for exemption from the requirements of *The Securities Act, 1988*; and developing new policies and legislation in response to trends in the securities industry.

GENERAL CLASSES OR TYPES OF RECORDS

registration
corporate finance
continuous disclosure
exemptions
enforcement
hearings
policies

PERSONAL INFORMATION

Registration

Location: Securities Commission **Information Maintained:** name, phone, address, employer, birthdate, place of birth, physical description, education, past employment, residential history, letters of reference, prior registration or licensing, past offenses, civil proceedings, bankruptcy, past judgments or garnishments, other business activities **Uses:** decide whether applicant is suitable for registration **Users:** Commission staff **Type of Individuals:** individuals who apply for registration

Investigations

Location: Securities Commission **Information Maintained:** name, address, phone, birthdate, birthplace, fingerprint section number, occupation, employer, business activities, past financial transactions **Uses:** decide whether subject should be prosecuted or disciplined **Users:** Commission staff **Type of Individuals:** individuals who are the subject of an investigation

Principals of Issuers

Location: Securities Commission **Information Maintained:** name, address, phone, birthdate, physical description, past criminal record **Uses:** to determine whether anything in background of principals of issuer indicates that the affairs of the issuer will not be conducted with integrity **Users:** Commission staff **Type of Individuals:** directors, senior officer and promoters of a company that wants to issue securities for the first time

Exemption Applications

Location: Securities Commission **Information Maintained:** name, address, phone, birthdate, education, occupation, employment, past financial transactions, business history **Uses:** to decide whether in the public interest to grant exemption applied for **Users:** Commission staff **Type of Individuals:** individuals related to a company that has applied for an exemption order

Exempt Trades

Location: Securities Commission **Information Maintained:** name, address, issuer, type, value and number of securities purchased **Uses:** to review exempt transactions to ensure that they are in compliance with *The Securities Act, 1988* **Users:** Commission staff **Type of Individuals:** purchasers of securities issued in exempt transactions

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

SASKATCHEWAN TELECOMMUNICATIONS (SASKTEL)

ADDRESS

2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

MANDATE

SaskTel is a provincial crown corporation responsible for provision of local and long distance telephone service as well as related data, text, and image products and services within the province of Saskatchewan. The corporation's primary objective is to meet the telecommunications needs of all people in Saskatchewan by planning, constructing and operating voice and data telecommunications systems, including broadcast, data, cellular and facsimile transmission and satellite communications.

ORGANIZATION

The corporation is divided into eight major divisions.

OPERATIONS DIVISION (North and South)

These two divisions provide a broad range of telecommunications service to residential and business customers. Each division is divided into districts. The districts are headquartered in Regina, Moose Jaw, Swift Current, Weyburn/Estevan, Yorkton, Saskatoon, North Battleford, and Prince Albert. The districts oversee customer services, business office activities, installation and repair, network operations and facilities construction. Departments include the Business Offices, Install and Repair/Construction, Operations Marketing and Support, Operator Services, Service Centres, and the Building Industry Consultant Services (BICS).

The ***Business Offices*** sell and rent communications equipment, handle customer account inquiries, process bill payments and house product displays of residence products, pagers and fax machines; issue telephone service orders and collect accounts associated with residence and business accounts other than those of Marketing customers; explain billing problems and equipment charges, contact customers regarding payment of accounts; and send notices for payment.

The ***Install and Repair/Construction*** departments install and maintain telephone services and equipment for residence and small to medium businesses. The construction forces construct, remove, and rearrange outside plant facilities and maintain these facilities.

Operations Marketing and Support provides support to line forces and liaises with other corporate and external groups; develops practices, procedures and guides required in day-to-day operations and assists in interpretation, application of documentation, and use of mechanized systems; compiles, disseminates and interprets measurement plans, key indicators, and revenue results; manages single line retail and rental products, network products; manages public communication (coin) services and telemarketing.

Operator Services provides all telephone operator services including toll and assistance, directory assistance, and teleconferencing throughout the province.

The ***Service Centres*** process service orders and trouble tickets and initiate appropriate action by field forces and compile statistical information on these activities.

The ***Building Industry Consultant Services (BICS)*** provide consulting to the building industry and arrange for the sale of wire for telecommunications and computer systems.

MARKETING DIVISION

The ***Regional Service*** departments install all voice and data communications lines, termin^Ral equipment, and services for business customers; repair and maintain voice and data communications lines and terminal equipment, either SaskTel owned or customer owned; repair Western Canada Lottery terminals and personal computer hardware; provide technical assistance to line forces and sales groups in the province; interface with various corporate departments and manufacturers or jobbers on technical issues associated with products; provide technical evaluation and testing of most new customer premise products offered by SaskTel and provides input to rating processes.

The ***Regional Sales*** departments analyze customers' ongoing business needs and help develop solutions for their communications concerns.

Sales Support provide support for the Marketing Sales organization including procedures development, customer finance, customer training, bid support, NSG service representative support, and project coordination.

The ***Telecom National Accounts*** is responsible to Telecom Canada and SaskTel for national account planning, forecasting and service to National Accounts customers. National Accounts Sales is responsible for the sales and support of electronic voice, data, image and text based communication services to national customers.

Product Marketing and Systems Engineering: Product Management manages and administers voice and data products and services for the business market; Systems Engineering designs, provisions and supports customer systems; and Customer Network Engineering designs and plans customer networks.

Product Marketing (Network Services) manages local and long distance network-based voice, data, and image services for business and residential customers within Saskatchewan and represents SaskTel in similar national network services.

Service Development and Market Research gathers, analyzes and communicates information about customers to SaskTel departments to aid in the development of unique products and services to meet these customers' needs.

ENGINEERING DIVISION

Engineering Planning is responsible for the development, recommendation and control of SaskTel's network evolution including development of fundamental and current implementation network plans, and coordination of network planning activities with Telecom Canada.

Information Technology Management manages and maintains SaskTel computer and data processing systems.

Network Operations installs, maintains and administers the data and voice switched network, including switching equipment, and outside facilities such as the fiber optic transmission system (FOTS), digital and analog radio. Additional responsibilities include any hardware and associated manufacturer produced software upgrades for the voice and data switches.

Network Standards Engineering researches, develops and documents technical standards for SaskTel and negotiates pole rental agreements with other corporations such as Sask Power.

Network Systems plans and implements standards and support for computer systems used in surveillance, control, maintenance and administration of the corporation's telecommunications networks.

Provisioning - Special Services plans, designs, implements, coordinates, provisions and provides technical support for standard and special assembly special services offerings.

Provisioning (Trunking and Broadband) is responsible for the budget, provisioning, project control and acceptance of fibre optic and microwave transmission equipment, analog and digital multiplex, PCM, toll terminating equipment and central office alarms within SaskTel; provides drafting services, and is responsible for circuit layout of toll and voice grade special service circuits.

Research and Development develops patentable products.

HUMAN RESOURCES, SUPPLIES AND SERVICES DIVISION

Human Resources recruits and interviews applicants for employment; administers the corporation's compensation, relocation, medical, employment equity and benefits programs; provides employee training and development; devises career and succession plans; administers the employee assistance program.

Industrial Relations maintains a constructive cooperative relationship with employees and the Communications Workers of Canada Union. It conducts negotiations with the Union on any and all matters affecting the relationship between the company and its employees and administers the collective agreement, managerial rules, policies and procedures in a fair, equitable and consistent manner, and manages the corporation's safety programs.

Buildings and Properties is responsible for real estate and planning, design, construction and property management of all buildings, towers and properties owned by SaskTel and its subsidiary companies.

Communications and Connectivity Services provides centralized services related to desktop computers, including communications and networking, product selection and management, service development, business consulting, planning, and liaison with information technology groups and vendors, and manages the corporation's internal telecommunications resources.

Procurement authorizes and controls all major corporate contracts; purchases equipment and supplies needed to operate the corporation and maintains inventory control.

Vehicles and Corporate Services provides and manages the SaskTel vehicle fleet; administers graphics design and electronic publishing services, corporate travel services, parking and cafeteria services, centralized corporate print and mail delivery services.

FINANCE DIVISION

The ***Controller's Department*** manages the financial affairs of the corporation by recording income and expenditures, tracking corporate budgets, preparing financial reports, coordinating financial plans, and administering the payroll.

The ***Treasury Department*** provides debt and treasury management services; protects the corporation's interests through provision of internal audit, risk management and security services; develops corporate strategic plans.

CORPORATE AFFAIRS DIVISION

This division communicates SaskTel's views and actions to all individuals and groups who have an interest in the corporation.

Advertising and Marketing Communications coordinates all publications, displays and other forms of advertising used to promote SaskTel products and services.

Public Affairs develops, recommends and implements internal and external communications programs directed at SaskTel employees, special interest groups, local, provincial and federal governments, and at the general public.

Information Resources provides library, writing, and records management services to the company and publishes and distributes technical and administrative procedures.

CORPORATE COUNSEL

This is SaskTel's legal division. Its staff negotiate and prepare deeds for SaskTel properties, draw up contracts, defend the corporation against litigation, and provide general legal advice and services to SaskTel management.

Policy, Rates and Regulatory Affairs develops policies and regulations governing the use of, and interconnection with, SaskTel's services and facilities; monitors and interprets CRTC and related notices and decisions to determine the impact on SaskTel and intervenes with the CRTC as necessary; develops, publishes, distributes and interprets rates and tariffs for basic, competitive and special assembly services.

Land and Easements acquires right-of-ways, purchases or leases land, investigates and negotiates settlement of damage claims resulting from corporate projects by dealing with and maintaining good relationships with the public. It is involved in disputes, inquiries and complaints from all avenues.

The ***Solicitors*** provide legal counsel and guidance to all SaskTel departments.

GENERAL CLASSES OR TYPES OF RECORDS

Access Link T33
Aerial Structures T23
Alarm and Supervisory Equipment T36
Basic Planning T17
Broadband Restorations T44
Broadcast T30
Buildings T40
Buried Structures T45
Cable T21
Cable Carrier T24
Cellular T43
Community Antenna Television Service T47
Competition S19
Concentrators T42
Customer Records S16
Customer Equipment T34
Data T26
Electromagnetic interference and electromagnetic compatibility T48
Environmental Equipment T39
Fiber Optics T31
Frames T20
High Performance Routing T51
Information Systems A23
Microwave T27
Multiplex T25
Power T35
Product and Service Development S22
Product and Service Information S17
Protection Equipment T38
Radio Systems T28
Sales/Marketing - General S00
Sales/Marketing - Programs S05
Sales/Marketing - Projects S03
Satellite T29
Service Specifications T50
Site Files T16
Strategies and Campaigns S18
Switchboards T18
Switches T19
Technical Design - General T00
Technical Design - Programs T05
Technical Design - Projects T03
Test Equipment T37
Tone and Ringing Equipment T49
Towers T41
Transmission T46
Trunk and/or Circuit Conditioning T32
Underground Structures T22

PERSONAL INFORMATION

Customer Records and Billing

Location: SaskTel **Information Maintained:** Customer's full legal name; business name; business owner's name; billing address; billing name of customer responsible for paying the account; partner's name in full, if applicable; telephone service number; name of customer's employer or place of employment; type of employment or job title; previous address; previous service number; customer's birthdate, customer's SIN; contact name of parents, relative, close friend or accountant; credit history; credit information **Uses:** To prepare and collect accounts for provision of telephone and telecommunications services **Users:** SaskTel Sales Office and Security personnel **Type of Individuals:** SaskTel residence and business customers

Directory Assistance

Location: SaskTel **Information Maintained:** Customer name, address (without postal code), telephone number (hidden if unlisted), professional business description (e.g., barrister, dentist), if desired by customer **Uses:** For directory assistance purposes **Users:** SaskTel Directory Assistance operators and administration **Type of Individuals:** SaskTel subscribers

OLYMPUS

Location: SaskTel **Information Maintained:** Customer name, customer type, status, customer account number (CAN), contract information, tax status **Uses:** Maintain records of all CANs belonging to customers **Users:** Operations and Marketing service representatives and managers, consultants, customer finance staff **Type of Individuals:** SaskTel residence customers with equipment contracts

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
SaskTel
3rd Floor, 2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

Telephone: (306) 777-2229

SASKATCHEWAN TRANSPORTATION COMPANY (STC)

ADDRESS

2041 Hamilton Street
Regina, Saskatchewan S4P 2E2

MANDATE

To respond to the needs of the people of Saskatchewan with a customer oriented transportation service.

ORGANIZATION

STC was established in 1946 by Order in Council #168 as a common carrier providing passenger service transportation, parcel express and freight services. The company continued under *The Crown Corporations Act of 1978.78.*

The company's head office is in Regina with two large depots in Saskatoon and Prince Albert. The regional areas of the province are covered by private contracted agencies, who report to the head office in Regina.

OFFICE OF THE PRESIDENT

The president is responsible for the overall administration and operation of the corporation. He reports directly to the board of directors of the corporation.

TRANSPORTATION DIVISION

This division is responsible for the operation and maintenance of all equipment required to provide STC's services to the public.

GENERAL CLASSES OR TYPES OF RECORDS

Coach files & maintenance schedules
Company licensing files
Inventory records & warranty records
Training files
Vehicle maintenance statistics

PERSONAL INFORMATION

None

PASSENGER SERVICES DIVISION

This division is responsible for providing all services for passengers from selling tickets to providing route information, and any related services. It also provides for charters and special events.

GENERAL CLASSES OR TYPES OF RECORDS

Charter services
Passenger customer service
Passenger tariffs
Ticket sales reports & passenger sales figures

PERSONAL INFORMATION

None

EXPRESS SERVICES DIVISION

This division is responsible for providing all services for bus express and courier operations.

GENERAL CLASSES OR TYPES OF RECORDS

Express customer service
Express sales reports
Express tariffs
Special express accounts

PERSONAL INFORMATION

None

FINANCIAL SERVICES DIVISION

This division is responsible for providing the financial and purchasing requirements of the corporation. Information services provided by the computers are also under the financial services.

GENERAL CLASSES OR TYPES OF RECORDS

Insurance records (public & carrier liability)
Marketing statistics

PERSONAL INFORMATION

None

CORPORATE SERVICES DIVISION

This division is responsible for schedules, rates and tariffs, advertising, and the agency network to ensure that quality service is provided.

GENERAL CLASSES OR TYPES OF RECORDS

Advertising & promotion
Agencies
Customer service
Passenger; express; charter:
- Rates
- Reports
- Schedules

PERSONAL INFORMATION

None

HUMAN RESOURCES DIVISION

This division is responsible for the records, and control of all personnel & special functions in the corporation. This section handles all union negotiations.

GENERAL CLASSES OR TYPES OF RECORDS

As contained in the Common Administrative Records.

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administration Co-ordinator
Saskatchewan Transportation Company
2041 Hamilton Street
Regina, Saskatchewan S4P 2E2

Telephone: (306) 787-3348

SASKATCHEWAN WATER CORPORATION (SASK WATER)

ADDRESS

111 Fairford Street East
Moose Jaw, Saskatchewan S6H 7X9

MANDATE

Sask Water is a provincial Crown Corporation. It is responsible for the management, administration, development, protection and control of Saskatchewan's water and related resources as established by *The Water Corporation Act*, July, 1984.

Sask Water offers a broad range of services and assistance programs relating to water resource management, supply and treatment, agriculture and irrigation, and development. It also operates a water supply utility with municipal, industrial and individual customers.

ORGANIZATION

The Corporation's head office is located in Moose Jaw. It also operates six regional and two subregional offices along with its main water supply utility office in Watrous.

Sask Water is comprised of five divisions: Finance and Administration, Corporate Management, Water Management, Operations, and Corporate Affairs.

FINANCE AND ADMINISTRATION DIVISION

This division co-ordinates accounting and computer services, payroll and benefits. This division is also responsible for the water supply utility activities.

CORPORATE MANAGEMENT DIVISION

This division consists of the Office of the President and immediate staff. This division also consists of the Legal, Engineering and Program Development Branches.

WATER MANAGEMENT DIVISION

This division is responsible for the interjurisdictional and provincial regulations and agreements. It also contains hydrology services and the forecast center as well as the Registrar's Office, ground water and basin planning.

OPERATIONS DIVISION

This division is responsible for the regional offices which provide direct services to our clients. These offices are located in Swift Current, Outlook, North Battleford (subregional office, Prince Albert), Nipawin, Weyburn, and Moose Jaw (subregional office, Melville).

CORPORATE AFFAIRS

Corporate Affairs is comprised of Human Resources and Public Affairs.

GENERAL CLASSES OR TYPES OF RECORDS

The information stores required to support Sask Water's corporate functions are described below. To avoid redundance and/or fragmentation, these stores are identified at a high level and therefore can not be tied directly to either organizational structure or period of coverage.

Agreements
Agronomic
Aquifer management plans
Basin plans
Budget
Business functions
Capital asset
Contracts
Customers
Dam Safety
Engineering surveys
Floodplain zones
Hydrometric data
Labour
Legal

Local Government Administration
Mailing lists
Material
Media clippings
Operational plans
Plan index
Policies
Programs statements
Project summary data
Project status
Project technical data
Project approval data
Project construction data
Project operation data
Project maintenance data
Public surveys
Reservoir Development Areas
Standards/Procedures
Stream flow forecasts/water supply outlook
Tenders
Unit cost & rental rates manuals
Vendors
Water agreements
Water use data
Well driller registration

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Water Corporation
111 Fairford Street East
Moose Jaw, Saskatchewan S6H 7X9

Telephone: (306) 694-3945

SASKATCHEWAN WETLAND CONSERVATION CORPORATION

ADDRESS

2151 Scarth Street
Regina, Saskatchewan S4P 3Z3

MANDATE

To co-ordinate implementation of waterfowl and other wildlife habitat conservation programs in the province pursuant to the North American Waterfowl Management Plan (NAWMP).

ORGANIZATION

The corporation has six functional units: program coordination, financial management, policy development, agriculture services, communication, assessment. SWCC shares three regional offices with Ducks Unlimited in Saskatoon, Wadena and Humboldt.

The corporation was formed January 10, 1990 and is one of three provinces in the Prairie Habitat Joint Venture, which is one of 11 joint ventures under the NAWMP.

Program Coordination

This unit is responsible for coordinating project proposal submissions through the corporation and NAWMP structure. It also serves as the common administration centre for organizations participating in NAWMP.

Financial Management

Responsible for accounting and payroll, budget preparation and analysis, info systems, financial audits and property management; and for the collection and disbursement of funds used for NAWMP activities undertaken in Sask.

Policy Development

Leads in the multi-agency development of a provincial wetland policy. It also promotes and participates in the development of soil, water and wildlife conservation policies.

Agriculture Services

This unit is responsible for coordinating the transfer of Crown land from Rural Development to the corporation, the subsequent multi-use management of that land, and to ensure that NAWMP programs in the province are compatible with agriculture.

Communication

To conduct information and education programs to increase awareness of and participation in NAWMP programs and to encourage the adoption of landscape and wildlife conservation policies and practices.

Evaluation

This unit conducts biological and socio-economic evaluations to ensure the maximum benefit and effectiveness of programs to the province.

GENERAL CLASSES OR TYPES OF RECORDS

Assessment
Corporate plan
Freedom of information correspondence
Land management
North American Waterfowl Management Plan
Policy development: wetland, agriculture
Prairie Habitat Joint Venture
Prairie Pothole Project
Program Coordination
Project areas
Slide library
Socio-economic evaluation

PERSONAL INFORMATION

Communications

Location: Regina **Information maintained:** names and addresses of landowners in NAWMP project area **Uses:** mailing lists **Users:** Staff and NAWMP program partners **Types of Individuals:** landowners in NAWMP project areas and staff of NAWMP partner agencies and others influencing sustainable land use in Saskatchewan.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Saskatchewan Wetland Conservation Corporation
2151 Scarth Street
Regina, Saskatchewan S4P 3Z3

(306) 787-0726

SASKENERGY INCORPORATED

ADDRESS

P.O. Box 1605
1945 Hamilton Street
Regina, Saskatchewan S4P 2Z5

MANDATE

As Saskatchewan's natural gas company, we promote, transport, store and distribute natural gas. By continuing to develop our employees and our organization, we encourage innovative and responsive solutions to meet our changing customer needs and to enhance Saskatchewan's competitive position. Our success is measured by customer satisfaction.

ORGANIZATION

SaskEnergy Incorporated is a Crown Corporation that owns and operates the provincial natural gas distribution system. TransGas Limited is a wholly owned subsidiary of SaskEnergy Incorporated and is recognized as an agent of the Crown operating the natural gas transmission system.

SaskEnergy Incorporated is comprised of nine divisions, namely: Legal, Controller, Treasury, Internal Audit, Administration, Gas Supply, Human Resources and Corporate Affairs, Transmission and Engineering, and Distribution Customer Services.

LEGAL

This division is responsible for providing, obtaining and coordinating all legal advice and services required by the corporation and its subsidiaries. The General Counsel as secretary of the Board of Directors is responsible for maintaining Board and Corporate minutes.

GENERAL CLASSES OR TYPES OF RECORDS

Contracts for provision of services between the parent corporation and subsidiary corporations and between the corporation/subsidiaries and third parties
Board minutes
Board secretarial files

Land Services

This department is responsible for all land acquisition and land records maintenance, payments of leases and rental fees, and the settling of land damage claims.

GENERAL CLASSES OR TYPES OF RECORDS

Leases: Storage, Surface, Petroleum and Natural Gas
Licenses and Special Agreements
Pipeline Easements
Titled Properties

CONTROLLER

The Corporate Controller is accountable to the Vice-President, Finance and Chief Financial Officer, for the establishment and implementation of financial policies and controls which protect the assets of the corporation and ensures that its daily and ongoing operations are in keeping with its financial and operating forecasts and business plans.

GENERAL CLASSES OR TYPES OF RECORDS

Consolidated financial records for the Corporation

Accounting

This department is responsible for the compiling, processing, and reporting financial transactions of the consolidated group of corporations.

GENERAL CLASSES OR TYPES OF RECORDS

Billing Records
Fixed Asset and Depreciation Records
General and Subsidiary Ledgers
Taxation Records

TREASURY

This division is responsible for ensuring the company has access to capital in order to operate the corporation and its subsidiaries. As well, the division is responsible for corporate financial management and strategic planning functions. It provides for investing, financial forecasting, short-term management of cash, insurance and safeguarding assets of the corporation and its subsidiaries.

GENERAL CLASSES OR TYPES OF RECORDS

Business Plans
Financial/Economic Forecasts
Insurance Records
Investment Records
Strategic Plans

INTERNAL AUDIT

This division is to assist members of the corporation in the effective discharge of their responsibility, which includes promoting effective and efficient employment of the corporation's resources to achieve results which are consistent with the mandate and objectives of the corporation and promoting effective internal control at a reasonable cost.

GENERAL CLASSES OR TYPES OF RECORDS

Records and files relating to projects undertaken by the division for internal auditing purposes.

ADMINISTRATION

This division is responsible for corporate functions such as corporate information systems, purchasing, vehicles, materials management records management, mailing services and voice and data communications. Administration acts as a support group for other areas of the corporation for those functions best served by a centralized operation.

GENERAL CLASSES OR TYPES OF RECORDS

Data Communications
Easements
Information Systems
Meter Shop
Tender/Bid/Award Records

GAS SUPPLY

This division deals primarily with the negotiation and administration of natural gas purchase, storage and transportation contracts to supply natural gas for distribution to the commercial, industrial, farm and residential customers of Saskatchewan. Supply strategies and forecasts are prepared to ensure supply flexibility and security on both a short and long term basis. Analysis of the Cost of Gas is also performed in order to ensure a flexible yet reliable gas supply at a minimum cost. The Rates and Regulatory functions involve the design and analysis of rates, cost of service studies, the development of customer business policies and the preparation of revenue and load forecasts.

GENERAL CLASSES OF TYPES OF RECORDS

Contract Quantity Administration
Cost of Service Studies
Cost of Gas Budget Correspondence and Reports
Forecasts (Energy Requirements/Peak Demands)
Gas Purchase/Storage/Transportation Contracts
Rate Correspondence (History/Design/Comparisons)
Regulatory/Public Utility Correspondence
Statistics Records (Customer/Consumption/Weather)
Volume/Consumption Statistics

HUMAN RESOURCES AND CORPORATE AFFAIRS

This division is responsible for the following functions human resources, corporate affairs, domestic sales and environment within the organizational structure.

Human Resources

This department is responsible for providing services to all staff for the following functions: Recruitment and Selection, Trades and Technical Training, Management and Employee Development, Employee Relations, Personnel Administration, Labour Relations, and Safety.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to personnel service from recruitment to retirement.

Company Service Roster
Employee Assistance Program
Safety

Corporate Affairs

This department is responsible for internal and external communications, advertising, media relations, community relations, and corporate sponsorships.

GENERAL CLASSES OR TYPES OF RECORDS

Advertising
Corporate Donations
Newsletter Publications
Promotional items
Public meetings, launches and open houses
Trade shows

Domestic Sales

This department plans and implements sales and marketing programs to increase public awareness of natural gas as an energy source to residential, farm, and commercial natural gas customers.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to customers, marketing programs, and natural gas appliances and equipment.

Customer Files
Marketing programs, internal and external
Natural gas equipment and appliances

Environmental Affairs

Oversees corporate activities as they relate to environmental considerations.

GENERAL CLASSES OR TYPES OF RECORDS

Information concerning provincial and federal legislation and associated correspondence
Internal and external correspondence respecting environmental matters
Minutes of meetings of internal and external working groups
Miscellaneous books, research papers, reports, newsletters and manuscripts related to environmental matters.
Policies, Procedures, Practises and Environmental Audit Manuals
Project Environmental Reviews
Regulatory records including copies of permits, licenses, etc.
Waste Management Data including Analytical Results

TRANSMISSION AND ENGINEERING

This division is responsible for the corporation's transmission operations, construction and maintenance of storage, gas processing, transmission, distribution and compression facilities.

District Operations

The districts are responsible for the field operations and maintenance of TransGas' storage, gas processing, transmission and compression facilities.

GENERAL CLASSES OR TYPES OF RECORDS

Equipment drawings and manuals
Maintenance Schedules
OHC and plant safety review and audits
Operational records, amount of fuel used, maintenance costs of plants and units
Production records

Planning & Control

This department is responsible for the efficient and economic operations of TransGas' transmission network. The Gas Control group directs the operation on a daily basis while the Planning Group review the operations and coordinates its optimization.

GENERAL CLASSES OR TYPES OF RECORDS

Business Plans
Capabilities/Performance of TransGas Limited
Contingency Plans
Corporate Forecasts
Corporate Reports
Correspondence with other shippers
Customer Contract Information
Daily Transport Information
Daily Customer Nominations
Emergency Procedures
Facilities
Operation Forecasts
Outage Forecasts
Studies
Surveys for Others
System Studies with regards to Customers requests for service (transport and storage)
TransGas Line Analysis

Measurement and Quality Control

This department is responsible for all gas measurement services including standards, selection, operation, repair and calibration. It is also responsible for a number of gas testing procedures for controlling the quality of gas in the system. Other responsibilities include communications equipment servicing, compressor control panel servicing and transportation statement preparation.

GENERAL CLASSES OR TYPES OF RECORDS

Customer Transportation Records
Gas Quality Records
Gas Composition Reports
Meter Calibration Records
Meter Flow Records
Metering Equipment Installed
Reports to SEM, NEB, ERCB

Transmission & Compression Maintenance

This department is responsible for technical support for plant, pipeline, storage and processing operations, to provide maintenance standards and consultative services to maintain compressors, to co-ordinate corrosion control services and to assist other departments to optimize system operation.

GENERAL CLASSES OR TYPES OF RECORDS

Cathodic protection monitoring services
Leak survey results
Plant manuals and technical manuals to support operations

Project Management

This department is committed to providing safe, cost-effective construction management services for the installation of pipelines, compressors, facility and distribution expansions.

GENERAL CLASSES OR TYPES OF RECORDS

Facility Records
Pre-qualification Records for Contractors and Consultants
Project Management Records
Supplier Evaluations
TransGas Operating Permit Records

Engineering Services

Engineering Services provides professional engineering expertise to all areas of the corporation. These include design standards, planning of facility additions such as pipelines, compressors, storage caverns, storage fields and gas processing equipment as well as controls, automation and communication services.

GENERAL CLASSES OR TYPES OF RECORDS

Assessments
Computer Simulations (Network Analysis)
Construction Standard Practice Instructions
Contract Correspondence
Contract Tendering and Purchasing Records
Design Reports
Distribution Standard Practice Instructions
Emergency Standard Practice Instructions
Engineering's Cost Reports, Evaluations, and Consultants Records
Environmental Assessment and Impact Studies
Gas Outage and Defect Reports
Gas Quality Analysis
Geotechnical Records and Reports
Heritage Resources Impact Assessments
Land Acquisition and Damage Settlements

Material Usage Reports
Municipal and Rural Planning Approvals
Pressure Vessel Registrations
Special Investigation Reports (Damages, Explosions)
Station Fabrication and site plans
System Performance and Improvement
Transmission Standard Practice Instructions
Transmission Tie-in drawings
Welding Specifications and Certification

DISTRIBUTION CUSTOMER SERVICES

The Division is responsible for all customer-related activities including new service requests, billing activities, collection action, and the delivery of Company-initiated customer programs.

GENERAL CLASSES OR TYPES OF RECORDS

Applications of Service
Contract Purchases Files
Crossing Files
Customer Billing Information/Quotations
Defect/Leak Reports

TRANSGAS LIMITED

ADDRESS

P.O. Box 67
1100 - 1945 Hamilton Street
Regina, Saskatchewan S4P 2Z5

CUSTOMER SERVICES DIVISION

This division serves as a link between Customers and the Corporation. Its purpose is to maintain customer relations, develop and expand markets, plan for new facilities, maintain all Customer Contracts, and ensure all regulatory requirements are satisfied for TransGas Limited, Many Islands Pipe Lines (Canada) Limited, and Many Islands Natural Gas (Canada) Limited. The division is responsible for all communications with Customers relating to services provided and contractual terms.

GENERAL CLASSES OR TYPES OF RECORDS

Forecasts, strategies, and plans supporting business development and system planning. All Customer records related to service provided.

Regulatory Records
Design Criteria
Competitor Data
Facility Planning Studies
Economic Forecasting and Analysis
Facility Capacity Design and Assessment:
    Transport Volumes and Demand; Storage Volumes and Demand; Daily Demand; Gas Quality

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-Ordinator
SaskEnergy Incorporated
P.O. Box 1605
1945 Hamilton Street
Regina, Saskatchewan S4P 3C4

Telephone: (306) 777-9405

SASKTEL SUPERANNUATION BOARD

ADDRESS

2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

MANDATE

The Saskatchewan Telecommunications Superannuation Board's mandate is to administer the provisions of the *Saskatchewan Telecommunications Superannuation Act.*

GENERAL CLASSES OR TYPES OF RECORDS

The Board maintains records necessary for the administration of the pension plan.

PERSONAL INFORMATION BANKS

SaskTel Superannuation Board Records

Location: SaskTel Head Office **Information Maintained:** Superannuate data, fund equity, financial statements, payments detail **Uses:** Manage the SaskTel Superannuation Plan **Users:** Superannuation Plan managers **Type of Individuals:** SaskTel superannuates and employees enrolled in the SaskTel Superannuation Plan

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
SaskTel
3rd Floor, 2121 Saskatchewan Drive
Regina, Saskatchewan S4P 3Y2

Telephone: (306) 777-2229

SENIORS' SECRETARIAT

ADDRESS

2151 Scarth Street
Regina, Saskatchewan S4P 3Z3

MANDATE

The Seniors' Secretariat serves as a focal point in the government for seniors' issues; provides the structure to exercise the powers, duties and functions of the Minister Responsible for Seniors; acts as a contact for seniors with the Government of Saskatchewan; and develops, co-ordinates, promotes and implements policies and programs of the Government of Saskatchewan related to seniors.

ORGANIZATION

The Seniors' Secretariat is comprised of the Seniors' Programs Branch and the Policy and Liaison Branch.

The Seniors' Programs Branch administers the Saskatchewan Income Plan, the Senior Citizens' Heritage Program and the Grants for Senior Citizens' Services. The branch also provides information and referral services.

The Policy and Liaison Branch co-ordinates seniors' policies and programs amongst provincial departments and agencies. Policy development is undertaken on specific seniors' issues. The branch liaises and co-ordinates seniors' issues with the federal government. Staff liaise and consult with seniors and seniors' organizations. Staff support is provided to the Senior Citizens' Provincial Council.

The Senior Citizens' Provincial Council is located at the same address as the Seniors' Secretariat. The Council serves as an advisory body to the government on issues related to seniors. The chairperson of the Council reports to the Minister Responsible for Seniors.

GENERAL CLASSES OR TYPES OF RECORDS

Federal Government Departments
Issue - specific
Non-Government Organizations
Provincial Government Departments
Saskatchewan Income Plan
Senior Citizens' Heritage Program
Seniors' Organizations

PERSONAL INFORMATION

Saskatchewan Income Plan

Location: Seniors' Secretariat **Information Maintained:** Name, address, SHSP number, SIN/OAS number, payment period, table number and entitlement **Uses:** Determine eligibility and amount of monthly benefits. Maintain record of payments. **Users:** Secretariat staff, Auditors, and Saskatchewan Health **Type of Individuals:** Seniors currently receiving or who have received benefits.

Senior Citizens' Heritage Program

Location: Seniors' Secretariat **Information Maintained:** Name, address, SIN number, SHSP number, marital status, income, date of death if applicable and grant amounts. **Uses:** Determine eligibility and amount of annual grant. Maintain record of payments **Users:** Secretariat staff, and Auditors **Type of Individuals:** Seniors currently receiving or who have received annual grants.

Grants for Senior Citizens' Services

Location: Seniors' Secretariat **Information Maintained:** Name of organization, address, contact person, officials, membership and program information, statement of assets and liabilities & revenue and expenditure amounts. **Uses:** Determine eligibility and amount of annual grant. Maintain record of payments. **Users:** Secretariat staff and Auditors. **Type of Individuals:** Organizations currently receiving or who have received annual grants, and contacts for other seniors' organizations.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Seniors' Secretariat
2151 Scarth Street
Regina, Saskatchewan S4P 3Z3

Telephone: (306) 787-6264

SOCIAL SERVICES

ADDRESS

1920 Broad Street
REGINA, Saskatchewan S4P 3V6

MANDATE

The mandate of Saskatchewan Social Services is to: provide financial assistance and related support services to, and promote the self-reliance of, people who cannot maintain their independence; protect children against abuse, neglect, and abandonment; provide substitute care for children, youth, and families in need; provide custody, residential and community services for youth in conflict with the law; and, promote independent living for persons with mental or physical disabilities.

ORGANIZATION

The Department is organized into the following five divisions and two branches: Support Services Division, Family and Youth Services Division, Income Security Division, Community Living Division, Human Resources Division, Child Care Branch and Federal-Provincial Arrangements Branch.

The head office is located in Regina. The public is served directly through regional offices and institutional facilities located throughout the Province. Please consult the Government Telephone Directory for offices/facilities located in your area.

EXECUTIVE ADMINISTRATION

Executive Administration consists of the Deputy Minister's Office and the Assistant Deputy Ministers' Offices.

GENERAL CLASSES OR TYPES OF RECORDS

Appreciation, Complaints & Inquiries
Associations/Organizations
Child Care
Committees
Communications
Community Living
Conferences/Meetings
Consultants
Corporate Planning
Deputy Minister
Executive Direction
Family and Youth Services
Federal/Provincial - Department/Agencies
Human Resources
Income Security
Intergovernmental Relations
International
Legal Matters
Minister
Operations and Programs
Policy
Premier
Provincial - Intra/Inter
  (Departments/Crowns/Agencies)
Reports and Statistics
Special Investigations
Support Services

PERSONAL INFORMATION

None

SUPPORT SERVICES DIVISION

This Division provides administrative, financial and computer systems support to the department. It is comprised of four branches located in Regina and Regional Administration Managers and support staff in the regional offices, who provide administrative and clerical support to the department's programs.

GENERAL CLASSES OR TYPES OF RECORDS

Meetings/Committees/Conferences/Boards
Minister's Referrals

Financial Services Branch

The Branch is responsible for providing financial services to all program divisions of Saskatchewan Social Services. Its role is to ensure compliance with government financial management policies, generally accepted accounting practices, as well as providing financial information for management purposes.

GENERAL CLASSES OR TYPES OF RECORDS

The records of the Branch contain all financial information and transactions on departmental expenditures, employee payroll, and revenue collections resulting from Canada/Saskatchewan Cost Sharing Agreements, recovery of overpayments of social assistance, and the collection of other fees.

Agreements with Non-Governmental Organizations
Agreements with Trustee/Advocacy Providers
Agreements for Residential Services
Child-in-Care Information Forms
Collection of Overpayment of Social Assistance (Inactive Clients Only)
Collection of Overpayments for Saskatchewan Works Projects
Community Living Group Home Contracts
Database containing Foster Maintenance Payments
Database containing Foster Maintenance Overpayments
Database of outstanding accounts under *The Child and Family Services Act*, Collection of Special Allowances for Children-in-Care from the Government of Canada
Family Services Preventative Services Agreements
Family Services Parent Therapist Agreements
Payments and Fees for Children-in-Care
Payments to Social Assistance and Family Income Plan Recipients and Vendors
Saskatchewan Works Program Contracts and Agreements
Young Offender Alternative Measures Agreements

PERSONAL INFORMATION

Audit Case Files

Location: Regina and Saskatoon **Information Maintained:** Name, address, date of birth, employment status, gender, housing arrangements, social insurance number, marital status; dependent names, birth dates, and gender; client's needs, expenses, assets and income, receipts, case summaries. **Uses:** Verify client information and confirm benefits. **Users:** Audit staff. **Type of Individuals:** Social Assistance, Family Income Plan and Child Care clients.

Foster Parent Addresses

Location: Regina **Information Maintained:** Foster Parent name, address, and names of children-in-care Uses: Payment of Foster Maintenance Allowances **Users:** Foster Maintenance Unit **Type of Individuals:** Foster Parents and children-in-care.

Accounts Receivable (Residential Service Agreements)

Location: Regina **Information Maintained:** Parents/Children names, address, outstanding amount, dates of agreement **Uses:** Collect and maintain accounts receivable records and prepare quarterly reports **Users:** Foster Maintenance Unit **Type of Individuals:** Parents and children-in-care.

Overpayment Collection Files (Inactive Clients only)

Location: Regina **Information Maintained:** Name, address, birth date, marital status, health number, social insurance number, gender, amounts overpaid and collected, receipts, and correspondence **Users:** Collection of overpayments from inactive clients **Users:** Accounts Receivable Unit **Type of Individuals:** Inactive social assistance clients, bankrupt social assistance clients, bankrupt Family Income Plan clients, and bankrupt Child Care clients.

Budget Management Branch

This Branch manages the Department's fiscal planning, forecasting, and financial controls by preparing the annual budget and monitoring expenditure levels through monthly fiscal forecasts.

GENERAL CLASSES OR TYPES OF RECORDS

All records relating to Department's budget management.

PERSONAL INFORMATION

None

Computer Systems Branch

This Branch coordinates ongoing office automation throughout the department, manages a province-wide computer network, provides leadership in developing new systems, and performs a variety of consultative and support functions.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information on computer/system policy, procedures, administration, development, maintenance, training, and a variety of related support functions.

Automated Client Index System
Child Care System
Committees/Conferences
Community Living System
Computer Equipment and Software Inventory Listing
Computer Steering Committee Minutes
Computer Training
E-Mail
Family Income Plan System
Family Services System
Financial Management System
Installations
Networks
Problem Log (Help Desk)
Production/System Support
Project Development
Saskatchewan Assistance Plan System
Security
Statistics
System Interfaces
Systems Surveys, Studies and Reviews
Young Offenders System

PERSONAL INFORMATION

None

Departmental Services Branch

This Branch manages all properties used by the department, coordinates space acquisition and renovations, telephones, environmental initiatives, office furniture and equipment, and maintains an inventory of departmental assets. It also manages departmental records, controls design and acquisition of forms, and provides services such as a centralized stockroom, mail handling, purchasing and vehicle coordination.

GENERAL CLASSES OR TYPES OF RECORDS

All Departmental records relating to space and accommodation.

Fixed Assets Inventory System

PERSONAL INFORMATION

None

FAMILY AND YOUTH SERVICES DIVISION

This Division is responsible for the administration of *The Child and Family Services Act* and *The Adoption Act*. Access to client records created pursuant to these Acts is governed by the Acts, and not by *The Freedom of Information and Protection of Privacy Act*. Activities include child protection, family support, substitute care for children in need of protection, adoption, services for teen and young parents, and the program administration of a number of grant-funded non-government organizations providing services directly related to the mandate of the Family and Youth Services Division.

The Division also administers the *Young Offenders Act* (Canada) which was proclaimed in 1984. Access to client records created pursuant to this Act is governed by the Act, and not *The Freedom of Information and Protection of Privacy Act*. The Young Offenders Program is comprised of two units, custody and community programs.

Custody programs provide for the care, and supervision of youths sentenced to open or secure custody by the youth court, as well as providing care for youth held on remand/police detention orders. There are three secure/remand/detention centres and eight open custody facilities in the province. As well, there are thirty-seven private homes designated as Community Homes, which provide for open custody dispositions.

Community programs offer the youth courts sentencing alternatives that are community based. There are approximately ten different types of community programs offered throughout the province at various locations.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on policies, administration and projects related to service delivery:

Adoption
Child and Family Services - General

Child Nutrition and Development
Child Protection
Children's Services (Child Care)
Committees
Community Programs
Custody Programs
Family Support Services
Family Violence
Federal Government Correspondence
Foster Care
Grant Funded Non-Government Organizations
Group Homes/Private Treatment/Provincial Institutions
Non-Government Agencies/Individuals
Publicity
Referrals and Briefings
Teen and Young Parent Services
Young Offenders Program

PERSONAL INFORMATION

Contain information about child protection, adoption, teen and young parent clients, foster parents, children-in-care, in order to monitor services provided and to progress toward resolution of problems of client families and children.

Child Protection Files

Location: Regional offices **Information Maintained:** Family background, including names, birth dates, places of birth, marital status, address, phone number, occupation, education, religion, ethnic origin, Treaty status, Saskatchewan Health number, social insurance numbers for all family members; child's developmental and health history; extended family information; information regarding investigation and assessment; reports and assessments. **Uses:** To maintain a record of family involvement with child protection services. **Users:** Regional and Central Office staff **Type of Individuals:** Families receiving family support services or child protection services. Access is restricted under the provisions of *The Child and Family Services Act.*

Children's Services Files

Location: Regional offices **Information Maintained:** Child's name, birth date, address, ethnic origin, Saskatchewan Health number, personal history (eg. health, developmental, educational, emotional, social), reason for coming into care, family background (names addresses, ages, ethnic background, relationship to child, health, educational history, physical description). Record of child's placements (dates of placement, members of the household, child's adjustment, any unusual incidents); child's involvement with birth family; plans for future; identification of any services or needs and a plan to provide these; any other relevant information about a particular child; financial information concerning payments made on child's behalf; correspondence concerning child (medical, educational assessments); court documents regarding the child's legal status. **Uses:** To maintain a record of the child's family background; involvement with child's family; health; developmental, emotional and educational progress while in care; listing of child's placements; and, planning for future. **Users:** Regional and Central Office staff. **Type of Individuals:** Children in the care of the Minister. Access is restricted under the provisions of *The Child and Family Services Act.*

Foster Care Files

Contain information about children in the care of the Minister and foster homes resources. **Location:** Regional offices **Information Maintained:** Foster family's names, birth dates, address, marital status, ethnic origin, religion, occupations, constitutional status, maiden/previous names, family unit members, household occupants, medical and financial information, outcome of criminal records checks; self assessment and personal evaluations, home safety check list, reference checks, correspondence, record of training attended, assessment of ability to care for a child, home study report, foster home agreement, annual reviews; ongoing recording regarding children placed in home, children's adjustment, any particular incidents or issues pertaining to the care of children in the home, financial information regarding payments made to the foster parents by the Department. **Uses:** To assess suitability of applicant to be approved as a foster parent; to maintain a record of children placed in the home; any issues or incidents that arise concerning the care of these; children, annual reviews of the home; and, training the foster parents have taken. **Users:** Regional and Central office staff. **Type of Individuals:** Active foster families; persons applying to be approved as foster parents. Access is restricted under the provisions of *The Child and Family Services Act.*

Adoption Files

Contain information about children who are registered for adoption and information about families who have applied to adopt.

i) Adoption Home Files

Location: Regional offices **Information Maintained:** Adoptive applicant's name, birth date, address, marital status, ethnic origin, religion, occupation, constitutional status, maiden name, family unit members, household occupants, medical and financial information, outcome of criminal record check; self assessment and personal evaluation, reference checks, correspondence, assessment and recommendation, Adoption Study report, selection information, placement information, placement recordings, assessment of placement, legal adoption documents and finalization of adoption documents. **Uses:** To assess suitability of applicant(s) to be approved as potential adopting parents and to maintain a record of activity in the selection and placement of a child or children. **Users:** Regional and Central Office staff. **Type of Individuals:** Approved adoptive parents; persons applying to adopt. Access is restricted under the provisions of *The Adoption Act*.

ii) Adoption Child Care Files

Location: Regional offices **Information Maintained:** Child's name, birth date, address, ethnic origin, Saskatchewan Health number, personal history (eg. health, developmental, educational, emotional, social), reason for coming into care, family background, (names addresses, ages, ethnic background relationship to child, health, educational history, physical description). Child's placement listing; placement information, (dates of placement, members of the household; child's adjustment, any unusual incidents); child's involvement with birth family; plans for future; identification of any services or needs and a plan to provide these; any other relevant information concerning a particular child; financial information concerning payments made on child's behalf; correspondence concerning child (medical, educational assessments); court documents regarding the child's legal status; report on adoptive family. **Uses:** To maintain a record of the child's family background, and involvement with family; health, developmental, emotional and educational progress while in care; listing of placements, and information about child's adjustment in the adoptive home. **Users:** Regional and Central Office staff. **Type of Individuals:** Children in the care of the Minister. Access is restricted under the provisions of *The Adoption Act*.

iii) Assisted Adoption Files

Location: Regional offices **Information Maintained:** Contain original copies of legal and supporting documents, including medical reports, records on family background, health, development, emotional and educational progress on child in Assisted Adoption placement. **Uses:** To ensure payments for length of Assisted Adoption Agreement; amalgamated with the legal adoption file upon expiry of agreement. **Users:** Regional staff **Type of Individuals:** Selected hard-to-place and special needs children in the care of the Minister. Access is restricted under the provisions of *The Adoption Act*.

iv) Legal Adoption Files

Location: Centrally located in Regina **Information Maintained:** Contain placement history on all persons who have been adopted; placement history from child-in-care files; adoption study, including social, medical and personal data of adoptive parents; social history of child and birth parents; family services social history; chronological record of involvement with child; medical history of child; legal documentation relating to birth, committal to care and adoption of child; photographs of child and/or family members. **Uses:** To provide medical and other background on adoptee; to provide information to facilitate reunion of adult adoptees and natural parents. **Users:** Adopting parents; adult persons who have been adopted; Regional staff. **Type of Individuals:** Adopted children and their natural and adoptive families. Access is restricted under the provisions of *The Adoption Act*.

Community Services - General Files

Location: Young Offenders Program, Central Office **Information Maintained:** Records of Criminal Appeals, pre-disposition reports, records of transfers of disposition and transfers to adult court, case consultations, sentencing information, Youth Court case transcripts. Files include personal and family information as well as information relating to any offences alleged to have been committed by the young person. **Uses:** Provide information related to Youth Court and sentencing to assist in program planning, monitoring case management activity, identifying issues requiring consultation with Justice. **Users:**

Young Offenders Program Central Office and Regional staff. **Type of Individuals:** Youth in conflict with the law. Access is restricted under the provisions of *The Young Offenders Act* (Canada).

Community Services Programs and Projects

Location: Young Offenders Program, Central Office and Regional Offices throughout the province. **Information Maintained:** Contracts for service delivery; monthly program information and statistics including fee for service payments; correspondence respecting program and youth including names, birth dates, nature of offenses regarding youth as well as identification and location of victims; inter-provincial requests for supervision of youth; case closure summaries; referral data forms for youth in the Alternative Measures Program. **Uses:** Assist in forecasting for funding to non-government agencies delivering Branch programs, determining program impact, identifying characteristics of youth participating in community programs, assist in development of new initiatives, identify target groups. **Users:** Young Offenders Program Central Office and Regional staff. **Type of Individuals:** Youth in conflict with the law. Access is restricted under the provisions of the *Young Offenders Act* Canada.

Facilities - Non-government Facilities - Community Home Programs

Location: Young Offenders Program, Central Office **Information Maintained:** Monthly record attendance, daily counts, incident reports, statistical information, staffing issues, general correspondence, space requirements, contracts, budgets, general correspondence. **Uses:** Determine size of facilities, monitoring budget forecasting, cost-sharing purposes, monitor activity within facilities. **Users:** Management staff, Federal Cost-sharing. **Type of Individuals:** Young Offenders and youths awaiting court appearance. Access is restricted under the provisions of the *Young offender Act (Canada)*

Young Offender Case Files

Location: Custody facilities, and regional offices throughout the province. **Information Maintained:** Name, date of birth, sex, data on parents, guardianship, education, medical and psychological data and behavioral reports, agreements, temporary release data, related financial information, criminal offenses, admission and discharge documents, case supervision and related correspondence. **Uses:** Provide case management information; administer disposition. **Users:** Custody facility staff, community youth workers, program supervisors and Department of Social Services program staff. **Type of Individuals:** Young offenders and youths awaiting court appearance. Access is restricted under the provisions of the *Young Offender Act (Canada)*

INCOME SECURITY DIVISION

The Income Security Division provides basic income support services for individuals and families who for various reasons including unemployment, disability, ill health, or low income, cannot meet their basic needs. It also supplements the financial resources of low-income families with dependant children, to assist them in meeting the cost of food, shelter, and other necessities under the Family Income Plan. The Division is comprised of two (2) branches: Program Operations, and Quality Assurance. The public is served directly through regional offices and the central administration office of the Family Income Plan.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information on policies, program management and projects related to the delivery of financial assistance and Family Income Plan benefits.

Agency Agreements
Appeal Committees and Boards
  - appointments, information sheets, annual reports, training, honorariums, minutes, advocates, review, requests and action taken, appeal decisions
Computer Systems
Exhibit Logs
Financial Controls
Legal
Meetings/Committees/Conferences
Minister's Referrals
Ombudsman's Referrals
Overpayment Recoveries
Planning and Special Projects
Program Policy
Quality Assurance
Regional Delivery

Reports
Statistics
Surveys/Reviews/Studies

PERSONAL INFORMATION

Saskatchewan Assistance Plan and Family Income Plan Client Files

Location: Regional offices and the central administration office of the Family Income Plan **Information Maintained:** Applicant's name, address, date of birth, social insurance number, health number, phone number, gender, driver's license number, treaty card number, marital status, and constitutional status; name of former spouse; current spouse's name, maiden/alias name, constitutional status, gender, birth date, social insurance number, health number, and driver's license number; dependent children's names, gender, birth date, health number, school grade completed, constitutional status, and relationship to applicant; names, gender and relationship of other individuals living in home; medical information, education and training, employment history, assets, income, needs, expenses, banking information, unemployment insurance information, consent to investigate/verify, legal aid application, assessments, verification documents, worker calculations and recordings, benefit payments, local/provincial appeal reports and proceedings, correspondence. **Uses:** Assess and verify eligibility for benefits; determine amount of benefits payable; claim federal cost-sharing revenues; program administration. **Users:** Regional office staff and Family Income Plan staff **Type of Individuals:** Applicants/recipients of social assistance and Family Income Plan benefits.

Personal Audit Files

Location: Saskatoon and Regina offices **Information Maintained:** Name, address, social insurance number, telephone number, date of birth, spouse's name, social insurance number and date of birth, assets, income, expenses, criminal record check, bank records, landlord/mortgage information, court dispositions **Uses:** Provide evidence/information for court proceedings **Users:** Department officials **Type of Individuals:** Individuals who have been or are under personal audit

COMMUNITY LIVING DIVISION

Community Living Division is responsible for a range of services and programs funded for, or provided to, persons with disabilities and their families. The division's head office is located in Moose Jaw and it has 13 district offices located in Saskatoon, Yorkton, Rosetown, Regina, Moose Jaw, Swift Current, Estevan, Weyburn, Prince Albert, North Battleford, Melfort, La Ronge and Humboldt. The division is also responsible for the: Contract Services Branch, the Vocational Rehabilitation Branch, and the operation of the Valley View Centre in Moose Jaw.

GENERAL CLASSES OR TYPES OF RECORDS

Contain general information and financial documents relating to programs administered by funded agencies.

Family Support Services
- respite services
- early childhood intervention program

Residential Services
- group homes
- approved private-service homes
- supportive living
- supported apartment living

Specialized Support Services
- interpreter services for people with learning impairments
- provincial organizations which assist service providers or service consumers.

Vocational Services
- activity centres
- sheltered workshops
- long-term employment programs
- activity programs

PERSONAL INFORMATION

Case Management files - contain information on the case management of individuals under the Community Living Division mandate.

Community Placement Client Files

Same standard as Case Management files. **Location:** District offices in Saskatoon, Yorkton, Rosetown, Regina, Moose Jaw, Swift Current, Estevan, Weyburn, Prince Albert, North Battleford, Melfort, La Ronge and Humboldt. **Information Maintained:** Historical information, chronological recordings, personal information which includes individual program plans, assessments. **Uses:** Program planning and monitoring; history of individual. **Users:** Social work staff and therapists. **Type of Individuals:** Mentally and/or physically disabled individuals who choose to use our services.

Approved Private-Service Home Files

Contain information on approved private-service home proprietors. **Location:** District offices in Saskatoon, Yorkton, Rosetown, Regina, Moose Jaw, Swift Current, Estevan, Weyburn, Prince Albert, North Battleford, Melfort, La Ronge and Humboldt. **Information Maintained:** Client service, ongoing chronological recordings, home studies, annual reviews, fire and health inspection reports. **Uses:** To monitor the appropriateness of service provided in order to determine whether to certify for the following year. **Users:** Social work staff; central office staff. **Type of Individuals:** Approved private-service home proprietors.

Vocational Rehabilitation Branch

Vocational Rehabilitation Branch is responsible for administering a comprehensive vocational rehabilitation program within the framework of the federal-provincial Vocational Rehabilitation of Disabled Persons' (VRDP) Agreement, for people with mental or physical disabilities. This involves provisions for assessment, counselling, and restorative services, as well as vocational training and employment placement for eligible persons.

GENERAL CLASSES OR TYPES OF RECORDS

Contains information related to the following:

Advisory Committees
Correspondence with various rehabilitation
    related agencies, associations and institutions
Minister's Referrals
Policy and Procedures
Provincial Coordinators meetings
Rehabilitation Reports and Statistics
Technical Aids
Training Selection Committee
V.R.D.P. Agreement

PERSONAL INFORMATION

V.R.D.P. Case Management Files

Contain information on education/training and funding approved for individuals under our mandate. **Location:** 1920 Broad Street, Regina **Information Maintained:** Name, address, birth date, social insurance number, Health Services Number, telephone, marital status, number of dependents, disability, social history, education/training, employment history, vocational services training, vocational objectives, income, vocational rehabilitation plans, training requested and amount of funds approved or not approved **Uses:** Program planning and history of individual **Users:** VRDP Coordinator and support staff. **Type of Individuals:** Mentally and/or physically disabled individuals who choose to use our services.

Contract Services Branch

Contract Services Branch is responsible for the managing and administering grants to non-governmental organizations which are funded on a contractual basis by the department. The Branch ensures fiscal accountability and sound internal management in these organizations.

GENERAL CLASSES OR TYPES OF RECORDS

Contain general information and documents relating to funding and contract administration of department funded non-government organizations. These records are grouped in the following categories:

Child Care
Community Living Agencies
Family Support Services
Family and Youth Services
Income Security
Residential Services
Specialized Support Services
Vocational Services

PERSONAL INFORMATION

None

Valley View Centre

Valley View Centre in Moose Jaw, is a 500 space institution-based program for developmentally disabled persons. The Centre provides services specifically to those individuals whose needs can not currently be met in the community. Valley View Centre is a major participant in the government's Community Living Plan, an initiative which provides residents an opportunity to move into the community.

GENERAL CLASSES OR TYPES OF RECORDS

Contains program information related to the following topics:

Committees/Conferences/Meetings
Correspondence
Hotel Services
Medical Services
Policy and Procedures
Program Services
Reports/Studies/Surveys

PERSONAL INFORMATION

Resident Main Files

Resident Main Files are maintained in the Records/Library area at Valley View Centre. The Resident Main Files are divided into four sections, and are as follows:

Section I Social History

Information Maintained: Name, date of birth, sex, name and address of parent/guardian, certificate of findings of incompetence, admission and discharge summaries, social history/case history.

Section II Medical

Information Maintained: Release forms, annual physical examination, correspondence and consultation to and from doctors, transfer of patients to and from outside health care facilities, hospital admissions, hospital progress notes, nursing department reports, physiotherapy, Speech/Hearing, E.E.G., x-ray and laboratory, incident reports.

Section III Programming and Psychology

Information Maintained: Individual Program Plans (IPPs), restraint and segregation reports, review conferences, assessment and reports from O.T., Recreational Therapy, school, workshop, cottage reports, camp reports, psychological write-ups, summaries, tests, reports.

Section IV Correspondence

Information Maintained: All memos, letters pertaining to admission and discharges between family, social workers, and other outside agencies and Valley View Centre.

Uses: Maintain, plan, monitor and evaluate care and treatment provided to clients at Valley View Centre. **Users:** Cottage staff, senior administrative and medical staff, program therapists, social workers. **Type of Individuals:** Residents of Valley View Centre

Pharmacy Files

These are individual client files on all residents receiving medication and indicates drugs administered.

Location: Pharmacy, Valley View Centre
Information Maintained: Name, allergies, patient health number, doctor, current medications, prescriptions on hold, discontinued prescriptions and clinical notes. **Uses:** To provide information on drugs administered to all residents receiving medication. **Users:** Medical staff, pharmacist, R.P.N.s and other resident care staff. **Type of Individuals:** Residents of Valley View Centre

Federal-Provincial Arrangements Branch

Federal-Provincial Arrangements Branch represents the department in federal-provincial and interprovincial issues and initiatives. This includes negotiation and administration of federal-provincial cost-sharing agreements, such as the Canada Assistance Plan, Vocational Rehabilitation for Disabled Persons, Young Offenders, Criminal Legal Aid, and the Employability Enhancement Accord. Also included are charge-backs to Indian and Northern Affairs Canada for services provided to status Indians. As well, the division works to maximize federal revenue under various cost-sharing arrangements and for the provision of social services to status Indians.

GENERAL CLASSES OR TYPES OF RECORDS

Correspondence and reports related to cost-sharing agreements
Cost-sharing claims, receipts and related working

papers
Documents pertaining to intergovernmental committees and meetings
Federal/provincial and interprovincial agreements

PERSONAL INFORMATION

None

HUMAN RESOURCES DIVISION

The Human Resources Division provides advice and direction to the department in all areas of human resource management. It provides expertise in the areas of recruitment and selection, classification, contract interpretation, employee benefits, personnel policy, labour relations, and employee assistance plan information. It assists all divisions and branches in manpower planning, achieving employment fairness goals, managing employee evaluation and appraisal processes, and coordinates an active employee recognition program.

The division also coordinates staff development plans and activities, administers educational leave and tuition reimbursement programs and operates a Resource Centre.

GENERAL CLASSES OR TYPES OF RECORDS

Gathers and retains the following information related to Human Resources Issues and Policies:

Criminal Record Check Log
Employment Equity
Establishment/Organization

PERSONAL INFORMATION

None

Child Care Branch

The Branch administers the provincial child care program. The Branch approves and licenses child care centres and family child care homes under the authority of *The Child Care Act*, and monitors and provides support to all licensed facilities.

In addition, the Branch administers the Child Care Subsidy Program. This program is available to eligible parents, based on an income test, who are attending an educational/training program or are employed.

The Branch also administers various grants to centres and homes that assist in start-up costs as well as operational costs. Grants are also available to assist placement of special needs children in centres and homes.

GENERAL CLASSES OR TYPES OF RECORDS

Child Care Associations/Committees
Family Child Care Provider and Child/Day Care Centre Payment Files
Child/Day Care Centre Licensing Files
Grants
Interprovincial Child Care
National Child Care Strategy
Program Development
Public Consultations
Special Needs Program
Statistical Data
Surveys and Studies

PERSONAL INFORMATION

Contain information on licensed facilities and subsidy program clients in order to maintain licensing, fund facilities, and to determine client eligibility.

Family Child Care Home Licensing Files

Location: Child Care Administration Branch, Central Office, Regina and Regional Child Care offices in Regina, Saskatoon and Prince Albert **Information Maintained:** Name, age, address, marital status, Saskatchewan Health Services Number, family unit members, household occupants, medical information, personal evaluation, home safety checklist, correspondence, funding documentation, ongoing licensing data. **Uses:** Maintain application and assessment information used for licensing, and ongoing monitoring of standards to ensure appropriate care for children in homes. **Users:** Child Care Administration and Regional staff. **Type of Individuals:** Individuals/families operating or applying to operate licensed family child homes.

Child Care Subsidy Program - Case Files

Location: Child Care Subsidy Program Office, 2240 Albert Street, Regina **Information**

Maintained: Name, date of birth, social insurance number, Saskatchewan Health Services Number, child care subsidy application information, statement of family income, consent to inspect income, reason for requiring child care services, eligibility decision, related correspondence. **Uses:** Determine eligibility for subsidy, monitor eligibility status, and pay subsidy entitlements. **Users:** Child Care Subsidy staff. **Type of Individuals:** Individuals and families requesting financial assistance for child care costs.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Coordinator
Social Services
1920 Broad Street
Regina, Saskatchewan S4P 3V6

Telephone: (306)787-3576

SOURIS BASIN DEVELOPMENT AUTHORITY

ADDRESS

814 - 4th Street
Estevan, Saskatchewan S4A 0V9

MANDATE

The mandate of the Authority is to coordinate and manage the design and construction of the Rafferty and Alameda Dam Projects, as the agent for Saskatchewan Water Corporation, and to obtain all the necessary provincial, federal, and international approvals or licenses.

These projects are multi-purpose in nature with water management, flood control, municipal and industrial water supplies, irrigation, water-based recreation, waterfowl, and fish receiving the greatest benefits.

GENERAL CLASSES OR TYPES OF RECORDS

Additional baseline studies
Contract drawings and specifications
Contract financial records and agreements
Environmental Impact Statement
Environmental Reports
Inspection Reports
Landowner files
Maps and Airphotos
Mitigation files
Project administration files
Project contract files
Public affairs
Regulatory process
Technical reports
US Army Corps of Engineers Reports
Water quality

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Souris Basin Development Authority
814 - 4th Street
Estevan, Saskatchewan S4A 0V9

Telephone: (306) 634-4791

SURFACE RIGHTS ARBITRATION BOARD

ADDRESS

125 - 1st Avenue East, Box 1597
Kindersley, Saskatchewan S0L 1S0

MANDATE

Under the *Surface Rights Acquisition and Compensation Act, RSS 1978* the Board settles disputes between the landowner and/or occupant and the mineral operator as it applies to the surface the land.

Disputes may include: entry onto the land for wellsites or flowline/service line construction, compensation, damage claims and reclamation upon abandonment.

ORGANIZATION

The Board is comprised of a chair and four members.

GENERAL CLASSES OR TYPES OF RECORDS

Board Orders
Hearing Files
Leases/Easements/Amendments
Open/Closed Arbitration Files
Trust Account Files

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Justice
1874 Scarth Street
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-5473

TEACHERS' SUPERANNUATION COMMISSION

ADDRESS

3rd Fl., 1870 Albert Street
Regina, Saskatchewan S4P 3V7

MANDATE

The Teachers' Superannuation Commission is responsible to the Minister of Education for the administration of *The Teachers' Superannuation Act; The Teachers' Life Insurance Act; The Teachers' Dental Plan Act*; and the Regulations to these Acts.

ORGANIZATION

The Commission consists of seven members appointed by the Lieutenant Governor in Council.

GENERAL CLASSES OR TYPES OF RECORDS

Contain information relating to the administration of superannuation, group life insurance and dental.

PERSONAL INFORMATION

Contain information relating to the operation of the Teachers' Superannuation Plan, insurance plan and dental plan.

Teachers' Superannuation

Location: Teachers' Superannuation Commission
Information Maintained: Name, maiden name (if applicable), home address, gender, date of birth, social insurance number, certificate type and number, years of service for pension purpose, salary, nominee/beneficiary, contributions made
Uses: Maintain permanent file of experience in the provincial school system, determining eligibility for pension, payouts on termination and transfers to other jurisdictions, eligibility to purchase service, insurance payouts on death or dismemberment, reimbursement of dental claims
Users: Teachers' Superannuation staff, Saskatchewan Teachers' Federation, individuals
Type of Individuals: Inactive and active teachers, Secretary-Treasurers

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Education
4th Floor, 2220 College Avenue
Regina, Saskatchewan S4P 3V7

Telephone: (306) 787-7370

TRIPARTITE BEEF ADMINISTRATION BOARD

ADDRESS

410 McDonald Street
Regina, Saskatchewan S4N 6E1

MANDATE

The Tripartite Beef Administration Board administers the National Tripartite Stabilization Programs for Beef and Honey. The programs are price stabilization schemes that have been established by Federal-Provincial agreements and are designed to reduce income loss to producers from market risk by stabilizing prices.

ORGANIZATION

The Board is organized into four divisions; namely: Programs; Systems; Compliance and Saskatchewan Beef Stabilization Finalization Division; and the Finance and Administration Division.

The **Programs Division** is responsible for administrating the National Tripartite Stabilization Plan in accordance to the NTSP and internal policies and procedures.

The **Systems Division** is responsible for the development and maintenance of all computer applications.

The **Compliance and Saskatchewan Beef Stabilization Finalization Division** is responsible for the compliance verification of National Tripartite Stabilization Plans, and for completing the wind up of the Provincial Beef Stabilization Program.

The **Finance and Administration Division** is responsible for the financial operations of the Board and maintaining records of the Tripartite Trust accounts. It is also responsible for providing administrative support services to the divisions including personnel and supplies.

GENERAL CLASSES OR TYPES OF RECORDS

Producer Files
- Honey Plan
- Cow/Calf Plan
- Feeder/Slaughter Plan

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Tripartite Beef Administration Board
410 McDonald Street
Regina, Saskatchewan S4N 6E1

Telephone: (306) 787-8006

WAKAMOW VALLEY AUTHORITY

ADDRESS

276 Home Street East
P.O. Box 1266
Moose Jaw, Saskatchewan S6H 4P9

MANDATE

The primary purpose of Wakamow is to coordinate the use, development, conservation, maintenance and improvement of public land in a 365 hectare management area.

ORGANIZATION

Wakamow Valley Authority is constituted as a corporate body under an Act of the Legislative Assembly of Saskatchewan dated March 31, 1981, and is made up of four participating bodies including the City of Moose Jaw, the Province of Saskatchewan, the Rural Municipality of Baildon No. 131 and the Rural Municipality of Moose Jaw No. 161. These organizations appoint a total of nine people to a Board of Directors, which is ultimately responsible for Wakamow's administration.

Wakamow has three standing committees - Advisory Committee, Development Fund Committee, and Education Committee.

GENERAL CLASSES OR TYPES OF RECORDS

Boundaries
Churchill Park
Connor Park
C.P.R. Dam
Devonian Trail
Display Signage
Flood/Water Concerns
Geothermal Projects/
    Groups/Organizations/Associations
Kingsway Park - The Turn/Ecological Zone
Kinsmen Wellesley Park
Plaxton's Lake
River Park
Sportsman's Centre
Wakamow Valley Authority Act

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Wakamow Valley Authority
P. O. Box 1266
Moose Jaw, Saskatchewan S6H 4P9

Telephone: (306) 692-2717

WANUSKEWIN HERITAGE PARK CORPORATION

ADDRESS

R.R. #4
Saskatoon, Saskatchewan S7K 3J7

MANDATE

The Wanuskewin Heritage Park Corporation shall establish, maintain and operate Wanuskewin Heritage Park; contribute to the conservation and preservation of heritage sites; contribute to the interpretation and preservation of native culture through the heritage sites, artifacts and knowledge; and contribute to the development and promotion of tourism in the park.

GENERAL CLASSES OR TYPES OF RECORDS

Archaeology Research Records
Natural Resource Records
Visitor Program Records

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Wanuskewin Heritage Park Corporation
R.R. #4
Saskatoon, Saskatchewan S7K 3J7

Telephone: (306) 931-6767

WASCANA CENTRE AUTHORITY

ADDRESS

Wascana Place
2900 Wascana Drive
P. O. Box 7111
Regina, Saskatchewan S4P 3S7

MANDATE

The Wascana Centre Authority is responsible for reviewing and approving all exterior construction activities which take place in the Centre. It coordinates use, development, conservation, maintenance, and improvement of land within Wascana Centre according to the Master Plan. It also advances the purposes identified in the *Wascana Centre Act.*

ORGANIZATION

The *Wascana Centre Act* establishes an eleven member board appointed by three participating parties: the Government of Saskatchewan, City of Regina, and the University of Regina.

There are also several Advisory Committees which review submissions and provide advice and recommendations to the Authority.

The Executive Director is the Secretary to the Board and is responsible for overall operation.

Administration provides administrative services in accounting, personnel, budgeting, mailing and information services.

Pubic Relations provides publicity promoting Wascana Centre and is responsible for the Wascana Gift Shop and Joe Moran Gallery which displays and sells Saskatchewan-made arts and crafts.

Policing is responsible for enforcing the Wascana Centre Bylaws in addition to all federal, provincial and municipal laws.

Maintenance and Development performs or causes to be performed all landscape construction and landscape maintenance in the Centre. It also undertakes service facility construction and maintenance upon mutual agreement with the participating party.

GENERAL CLASSES OR TYPES OF RECORDS

Joe Moran Gallery
Maintenance and Development
Policing
Pubic Relations
Wascana Gift Shop

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Wascana Centre Authority
2900 Wascana Drive
Regina, Saskatchewan S4P 3S7

Telephone: (306) 522-3661

WATER APPEAL BOARD

ADDRESS

331 - 3085 Albert Street
Regina, Saskatchewan S4S 0B1

MANDATE

The Water Appeal Board receives and acts on appeals from decisions, orders and actions of the Saskatchewan Water Corporation.

ORGANIZATION

A Board of not more than eight members is appointed by the Lieutenant Governor in Council to carry out the mandate of the Water Appeal Board.

GENERAL CLASSES OR TYPES OF RECORDS

Appeal Files
Trust Ledger

PERSONAL INFORMATION

Appeal Files

Location: Water Appeal Board **Information Maintained:** Name, address, appeal form, correspondence to Saskatchewan Water Corporation **Uses:** To resolve appeals **Users:** Water Appeal Board **Type of Individuals:** Landowners, Rural Municipalities

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Water Appeal Board
331 - 3085 Albert Street
Regina, Saskatchewan S4S 0B1

Telephone: (306) 781-7071

WESTERN DEVELOPMENT MUSEUM

ADDRESS

Provincial Service Centre
2935 Melville Street
P.O. Box 1910
Saskatoon, Saskatchewan S7K 3S5

MANDATE

The mandate of the Western Development Museum is to collect, arrange, catalogue, recondition, preserve and exhibit to the public, the tools, machinery, implements, engines, devices and other goods and chattels.

ORGANIZATION

The Board of Directors is appointed by Order-In-Council. An Executive Director, who is appointed by the WDM Board, supervises a Provincial Service Centre in Saskatoon and four branch museums at Moose Jaw, North Battleford, Saskatoon and Yorkton.

GENERAL CLASSES OR TYPES OF RECORDS

Artifact Collections
Board Working Papers
Branches Working Papers
Conservation/Restoration Working Papers
Exhibits Proposals, Plans, Schematics, Materials, Evaluations
Extension/Public Programming Working Papers
Historical - WDM Beginnings
Legal Decisions, Rulings, Opinions, Lawsuits
Library donor agreements/accession list
Research Working Papers/Storylines

PERSONAL INFORMATION

WDM Membership Records

Location: WDM, Saskatoon **Information Maintained:** names, addresses, amount of donation **Uses:** fundraising/mailout **Users:** WDM **Type of Individuals:** general public

Artifact History Forms

Location: WDM, Saskatoon **Information Maintained:** donors and addresses; history of artifacts/family **Uses:** managing artifact collection **Users:** WDM, Heritage Information Network **Type of Individuals:** general public

Research Files

Location: WDM, Saskatoon **Information Maintained:** Oral histories; correspondence **Uses:** Research material **Users:** WDM Staff **Type of Individuals:** Inventors/businessmen/manufacturers

WDM Historical Files

Location: WDM, Saskatoon **Information Maintained:** records of WDM history including involvement of certain individuals **Uses:** Research material **Users:** WDM Staff/researchers **Type of Individuals:** WDM Chairman/Directors

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Western Development Museum
P.O. Box 1910, 2935 Melville Street
Saskatoon, Saskatchewan S7K 3S5

Telephone: (306) 934-1400

WOMEN'S SECRETARIAT

ADDRESS

3rd Floor, 1914 Hamilton Street
Regina, Saskatchewan S4P 4V4

MANDATE

The Women's Secretariat facilitates government-wide co-ordination of legislation, policies and programs related to the status of women. It acts as a central point of contact and provides policy and research support to the government on women's issues.

GENERAL CLASSES OR TYPES OF RECORDS

Administrative records for the Women's Secretariat are maintained by the Department of Labour.

Correspondence Relating to Status of Women and Women's Issues
Internal, Interdepartmental, Intergovernmental and External Mailing List of Individuals and Organizations Interested in Women's Issues
Research Papers, Reports, Statistics and General Information

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Women's Secretariat
3rd Floor, 1914 Hamilton Street
Regina, Saskatchewan S4P 4V4

Telephone: (306) 787-2329

WORKERS' COMPENSATION BOARD

ADDRESS

1840 Lorne Street
Regina, Saskatchewan S4P 2L8

MANDATE

Employers of the Province are levied on the basis of payroll expended and monies collected are disbursed to injured workers for payment of loss of time, medical, and pensions and vocational rehabilitation.

ORGANIZATION

The Workers' Compensation Board is comprised of the Board and Executive Officers, Claims Department, Vocational Rehabilitation Department, Appeals Committee, Medical Department, Assessment Department, Finance Department, Corporate Services Department, and the Management Information Services Department.

BOARD AND EXECUTIVE OFFICERS

The Workers' Compensation Board directs operations in accordance with Workers' Compensation legislation. The Board provides policy direction, adjudicates final appeals from claimants and employers and rules on rights of action.

GENERAL CLASSES OR TYPES OF RECORDS

Adjudication Policy Directives

PERSONAL INFORMATION

None

CLAIMS DEPARTMENT

The Claims Department receives, investigates and adjudicates claims, administers payment of long term earnings replacement benefits, pensions, and independent allowances.

GENERAL CLASSES OR TYPES OF RECORDS

Adjudication procedures

PERSONAL INFORMATION

Claim Files

Records information obtained from injured workers, employers, health care providers, and documents actions and decisions relating to a claim.

Location: Claims Department **Information Maintained:** Worker's injury, earnings, medical treatment, compensation benefits claimed and paid **Uses:** Adjudicate and administer claims **Users:** Workers' Compensation Board staff, Worker's Advocates, Ombudsman **Type of Individuals:** Injured workers

VOCATIONAL REHABILITATION DEPARTMENT

The Vocational Rehabilitation Department evaluates and implements rehabilitation programs for injured workers.

GENERAL CLASSES OR TYPES OF RECORDS

Adjudication procedures
Individuals' rehabilitation files
Occupational classification criteria

PERSONAL INFORMATION

None

APPEALS COMMITTEE

The Appeals Committee hears first instance appeals from both workers and employers.

GENERAL CLASSES OR TYPES OF RECORDS

All records are retained on claim files.

PERSONAL INFORMATION

None

MEDICAL DEPARTMENT

The Medical Department provides medical information, evaluation and support services to the Board, Claims Department, Vocational Rehabilitation Department, and Appeals Committee.

GENERAL CLASSES OR TYPES OF RECORDS

All records are retained on claim files.

PERSONAL INFORMATION

None

ASSESSMENT DEPARTMENT

The Assessment Department classifies employers in accordance with risk, sets assessment premiums and collects assessments through an employer account and clearance system. It audits employer records to verify employer compliance with act requirements.

GENERAL CLASSES OR TYPES OF RECORDS

Adjudication Procedures
Industrial classification criteria
Employers' payroll statements
Accident cost summaries
Record of Assessments levied and collected
Record of Clearances issued

PERSONAL INFORMATION

Employer Files

Location: Assessment Department **Information Maintained:** Employers' payroll and assessment accounts, claim cost histories, audits and clearances **Uses:** To determine and collect assessments due **Users:** Workers' Compensation Board staff **Type of Individuals:** Employers

FINANCE DEPARTMENT

The Finance Department provides financial support services, manages accounts receivable and payable, and investments. It also administers Annuity funds in trust.

GENERAL CLASSES OR TYPES OF RECORDS

Annuity records
Investment records

PERSONAL INFORMATION

None

CORPORATE SERVICES DEPARTMENT

The Corporate Services Department provides human resource support services, manages property, conducts research and coordinates information services.

GENERAL CLASSES OR TYPES OF RECORDS

All records are common administrative records.

PERSONAL INFORMATION

None

MANAGEMENT INFORMATION SERVICES DEPARTMENT

The Management Information Services Department provides support services for data processing and storage.

GENERAL CLASSES OR TYPES OF RECORDS

All records are common administrative records.

PERSONAL INFORMATION

None

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Workers' Compensation Board
1840 Lorne Street
Regina, Saskatchewan S4P 2L8

Telephone: (306) 787-9172

WORKMEN'S COMPENSATION SUPERANNUATION COMMISSION

ADDRESS

c/o Workers' Compensation Board
1840 Lorne Street
Regina, Saskatchewan S4P 2L8

MANDATE

The Workmen's Compensation Superannuation Commission is responsible for the administration of the Workmen's Compensation Superannuation Plan and its investment activities. The board sets policy, reviews the performance of the superannuation fund, approves special agreements, and enters into contracts for special services (ie. technical support).

ORGANIZATION

The board consists of three members who are appointed by the Lieutenant Governor in Council.

To discharge its various duties the commission uses a number of organizations: including the Plan Administrator being the Public Employees Benefits Agency; Investment Manager; Custodian; Asset Consultant; and the Actuary.

GENERAL CLASSES OR TYPES OF RECORDS

The Public Employees Benefits Agency maintains the records pertaining to the administration of the pension plan.

Actuarial Valuations
Actuarial Reports
Custodial Reports
Investment Manger Reviews
Investment Performance Reports
Registration of the plan under the *Income Tax Act*
Reciprocal Agreements

PERSONAL INFORMATION

Paper Files

Location: Public Employees Benefits Agency **Information Maintained:** Name, address, social insurance number, date of birth, marital status, beneficiary, employer, salary, pension contributions, credited pension service and pension benefits, name of spouse, spouse's date of birth, and choice of options for annuity and pension purposes. **Uses:** To calculate and pay benefits or special payments (ie. refunds) to eligible plan members **Users:** Staff of the Public Employees Benefits Agency **Type of Individuals:** Individuals who participate or have participated in the pension plan.

ADDRESS OF ADMINISTRATIVE CO-ORDINATOR

Freedom of Information and Privacy
Administrative Co-ordinator
Finance
9th Floor, 2350 Albert Street
Regina, Saskatchewan S4P 4A6

Telephone: (306) 787-6532

SUBJECT INDEX

A

ABE - Adult Basic Education	Education
aboriginal - arts	Community Services
aboriginal - family policy	Social Services
Aboriginal Justice Review Committee	Justice
aboriginal - sports	Community Services
Access to Information	Justice
accessibility and building standards	Community Services
accommodations/tourist	Economic Development
ACCP - Agricultural Chemical Collection	Environment & Public Safety
accreditation - teacher	Education
acid Rain - Provincial Acid Rain Program	Environment & Public Safety
Acts & publications - purchase	Justice
Acts/regulations, environmental	Environment & Public Safety
addiction - audio visual information	Sask. Alcohol & Drug Abuse Commission
addiction - centres - out patient	Sask. Alcohol & Drug Abuse Commission
addiction - counselling - out patient	Sask. Alcohol & Drug Abuse Commission
addiction - library services	Health
addiction - library services	Sask. Alcohol & Drug Abuse Commission
ADDS - Agriculture Development & Diversification Secretariat	Agriculture and Food
ADF - Agriculture Development Fund	Agriculture and Food
Administrator of Estates (Public Trustee)	Justice
adoption - assisted	Social Services
adoption - international	Social Services
adoption - registry	Social Services
adoption - services	Social Services
adoption - special needs	Social Services
adoption - step-parent	Social Services
adult - basic education (ABE)	Education
Adult Day Care Program	Health
adult - education/post-secondary	Education
adult - education/record	Education
advertising - information for consumers	Education
advertising - information for consumers	Education
Advisory Council on Women's Issues	Women's Secretariat
advisory services - budgeting assistance (personal)	Provincial Mediation Board
advisory services - general debt counselling	Provincial Mediation Board
advisory services - R.M.'s	Rural Development

advisory services - urban municipalities	Community Services
aerial photography - highway	Highways & Transportation
aerial photos	Saskatchewan Property Management Corporation
Affirmative Action	Saskatchewan Human Rights Commission
Ag Reps (extension agrologists)	Rural Development
Ag West Biotech	Agriculture and Food
Agric. College Buildings	Agriculture Development Fund Corporation
agric. product dev.	Agriculture Development Fund Corporation
Agricultural Chemical Collection Program (ACCP)	Environment & Public Safety
agricultural - engineering services	Agriculture and Food
Agricultural Implements Board	Justice
agricultural implements - compensation claims	Justice
agricultural implements - dealers, licensing	Justice
agricultural implements - parts & service	Justice
agricultural implements - sales & contracts	Justice
agricultural implements - warranties	Justice
agricultural - Indian program	Rural Development
Agricultural Land Lease disputes	Provincial Mediation Board
agricultural - land services	Rural Development
agricultural - products - marketing	Agriculture and Food
agricultural - representatives (extension agrologists)	Rural Development
agricultural - research section	Agriculture and Food
agricultural - use of natural gas	Saskatchewan Energy Corporation Holdings
agriculture (see also livestock) - economic research	Agriculture and Food
agriculture (see also livestock) - machinery	Prairie Agriculture Machinery Institute
agriculture (see also livestock) - policy	Agriculture and Food
agriculture (see also livestock) - prices	Agriculture and Food
agriculture (see also livestock) - publications	Agriculture and Food
agriculture (see also livestock) - statistics	Agriculture and Food
agriculture - dealers/licensing (see also livestock)	Justice
Agriculture Development & Diversification Secretariat (ADDS)	Agriculture and Food
Agriculture Development Corporation of Saskatchewan	Crown Investments Corporation
Agriculture Development Fund (ADF)	Agriculture and Food
agriculture - land ownership	Justice
agrologist services	Rural Development
agronomics - irrigation	Saskatchewan Water Corporation
AIDS - disease identification & surveillance	Health
Aids to Independent Living/Saskatchewan (SAIL)	Health
AIMS - Agriculture Institute of Management in Saskatchewan	Agriculture and food

Air Ambulance - administration	Health
Air Ambulance - out-of-province	Health
Air Ambulance - within Saskatchewan	Saskatchewan Property Management Corporation
air quality - acid rain	Environment & Public Safety
air quality - complaints	Environment & Public Safety
air quality - control permits	Environment & Public Safety
air quality - pollution	Environment & Public Safety
air service, executive	Saskatchewan Property Management Corporation
air transportation	Highways & Transportation
airports - provincial	Highways & Transportation
alcohol abuse - information	Education
alcohol abuse - information	Education
alcohol and drug abuse/adolescents	Sask. Alcohol & Drug Abuse Commission
Alcohol and Drug Abuse Commission/Saskatchewan	Sask. Alcohol & Drug Abuse Commission
alcohol and drugs - audio visual information	Sask. Alcohol & Drug Abuse Commission
alcohol and drugs - awards	Health
alcohol and drugs - chemical free celebration	Sask. Alcohol & Drug Abuse Commission
alcohol and drugs - counselling	Sask. Alcohol & Drug Abuse Commission
alcohol and drugs - Driving Without Impairment	Saskatchewan Government Insurance
alcohol and drugs - education programs	Sask. Alcohol & Drug Abuse Commission
alcohol and drugs - educational services	Sask. Alcohol & Drug Abuse Commission
alcohol and drugs - Employee Assistance Program	Sask. Alcohol & Drug Abuse Commission
alcohol and drugs - in-patient services	Sask. Alcohol & Drug Abuse Commission
alcohol and drugs - library services	Sask. Alcohol & Drug Abuse Commission
alcohol and drugs - out patient services	Health
alcohol and drugs - out-patient services	Sask. Alcohol & Drug Abuse Commission
alcohol and drugs - referral	Sask. Alcohol & Drug Abuse Commission
alcohol and drugs - regional services	Sask. Alcohol & Drug Abuse Commission
alcohol and drugs - residential recovery homes	Sask. Alcohol & Drug Abuse Commission
alcohol and drugs - training	Health
alcohol and drugs - youth treatment	Sask. Alcohol & Drug Abuse Commission
alimony - maintenance	Justice
alternatives to incarceration	Justice
Amateur Sport Programs	Community Services
ambulance attendants - licensing	Health
ambulance attendants - registration	Health
ambulance attendants - training	Health
ambulance services	Health
amendments to Acts/regulations	Justice

ammunition - business permits	Justice
amusement rides - inspection/licensing	Environment & Public Safety
amusement rides - safety & regulations	Environment & Public Safety
Angler's Guide	Natural Resources
animal disease control	Agriculture Development Fund Corporation
animal nutrition	Agriculture Development Fund Corporation
animal reproduction	Agriculture Development Fund Corporation
apiary	Agriculture and Food
Apiculture	Agriculture Development Fund Corporation
appeals - Agricultural Implements Board	Agricultural Implements Board
appeals - Assessment Appeals Committee	Saskatchewan Municipal Board
appeals - corporation capital tax	Board of Revenue Commissioners
appeals - court	Justice
appeals - drivers	Saskatchewan Government Insurance
appeals - driving convictions	Highways & Transportation
appeals - education and health tax	Board of Revenue Commissioners
appeals - fire prevention	Board of Revenue Commissioners
appeals - fuel tax	Board of Revenue Commissioners
appeals - horse racing regulation	Board of Revenue Commissioners
appeals - Income Security Programs	Social Services
appeals - insurance premiums tax	Board of Revenue Commissioners
appeals - land allocation	Saskatchewan Lands Appeal Board
appeals - lease termination	Saskatchewan Lands Appeal Board
appeals - liquor consumption tax	Board of Revenue Commissioners
appeals - motor vehicle insurance premiums tax	Board of Revenue Commissioners
appeals - municipal planning/development	Saskatchewan Municipal Board
appeals - of land expropriation	Public & Private Rights
appeals - oil well income tax	Board of Revenue Commissioners
appeals - sewer and water rates	Saskatchewan Municipal Board
appeals - taxation	Board of Revenue Commissioners
appeals - tobacco tax	Board of Revenue Commissioners
appeals - workers' compensation	Labour
approvals - water related projects	Saskatchewan Water Corporation
aquaculture	Agriculture Development Fund Corporation
aquaculture - development	Natural Resources
aquatic biota	Environment & Public Safety
Arbitration Board, surface rights	Surface Rights Board of Arbitration
Archaeological Permits	Community Services
Archaeological Resources	Community Services

archaeology	Wanuskewin Heritage Park Corporation
architectural co-ordination	Saskatchewan Property Management Corporation
art (see also culture) - wildlife program	Natural Resources
art gallery	Wascana Centre Authority
art - Legislative Building collection	Community Services
art - permanent collection (see also culture)	Saskatchewan Arts Board
artifact donors	Western Development Museum
artists - assistance to	Saskatchewan Arts Board
Arts Board/Saskatchewan	Saskatchewan Arts Board
Arts Strategy Task Force	Community Services
assessment - Agricultural Implements Board	Agricultural Implements Board
Assessment Appeals Committee	Saskatchewan Municipal Board
Assessment Management Agency Act	Community Services
assessment - workers compensation	Workers' Compensation Board
assistance, financial - artists	Saskatchewan Arts Board
assistance, financial - beginning/developing farmers	Agricultural Credit Corporation
assistance, financial - business & small business/loans	Saskatchewan Economic Development Corporation
assistance, financial - business & small business/loans	Saskatchewan Economic Development Corporation
assistance, financial - farmers/counselling	Agriculture and Food
assistance, financial - farmers/irrigation loans	Agricultural Credit Corporation
assistance, financial - livestock/loans	Agricultural Credit Corporation
assistance, financial - mortgage reduction	Finance
assistance, financial - performing arts	Saskatchewan Arts Board
assistance, financial - Saskatchewan Growth Fund	Saskatchewan Economic Development Corporation
assistance, financial - seniors/grants	Seniors' Secretariat
assistance, financial - students	Education
assistance, financial - students - Canada Loans	Education
assistance, financial - tourism	Economic Development
assistance, financial - urban municipalities	Community Services
assistance, financial - visual arts	Saskatchewan Arts Board
assistance, financial - young entrepreneurs/loans	Saskatchewan Economic Development Corporation
assistance, financial - young entrepreneurs/loans	Saskatchewan Economic Development Corporation
assistance, financial- business/Indian bands/grants	Indian & Metis Affairs Secretariat
Assistance Plan/Saskatchewan Social Services	Social Services
assistance programs - highway	Highways & Transportation
associations, conferences	Agriculture Development Fund Corporation
Athabasca Hydro	Saskatchewan Property Management Corporation
athletes - financial assistance	Community Services
auctioneers licenses	Justice

auctions - government surplus	Saskatchewan Property Management Corporation
auditor/reporting issuer	Saskatchewan Securities Commission
authority	Wascana Centre Authority
auto wreckers' licenses	Saskatchewan Government Insurance
awards - achievement	Education
awards - Century Family Farms (see also prizes & awards)	Agriculture and Food
awards - Chemical Free Grads (see also prizes & awards)	Sask. Alcohol & Drug Abuse Commission
awards - general proficiency	Education
awards - scholarship	Education
awards - sports achievement	Community Services

B

Bail Verification & Supervision Program	Justice
bankruptcy - filing	Justice
bankruptcy - information	Education
bankruptcy - information	Education
bankruptcy - search	Justice
barley and Oats	Agriculture Development Fund Corporation
Barren - Ground Caribou Project	Natural Resources
base metal exploration	Energy & Mines
battery codes	Energy & Mines
Beaver Creek Conservation Area	Meewasin Valley Authority
beef	Agriculture Development Fund Corporation
beef - development	Agriculture and Food
beef producers - price stabilization programs	Tripartite Beef Administration Board
beef stabilization	Tripartite Beef Administration Board
beverage containers - refundable deposit	Finance
beverage containers	Environment & Public Safety
beverage cqntainers - environmental handling charge	Finance
bicycles	Wascana Centre Authority
big game damage prevention	Natural Resources
Big Game Draw	Natural Resources
billing inquiries - electricity	Saskatchewan Power Corporation
Bills - drafting	Justice
bingos/licensing	Saskatchewan Gaming Commission
biodegradable products - packaging	Agriculture and Food
birth certificates - Saskatchewan	Health
birth control - information	Education

birth control - information	Education
blasting ticket	Labour
Board and Teacher Services	Education
boards - Agricultural Implements Board	Justice
boards - Arts	Saskatchewan Arts Board
boards - Criminal Injuries Compensation	Crimes Compensation Board
boards - Crown Management	Crown Investments Corporation
boards - Farm Land Security Board	Farm Land Security Board
boards - Labour Relations	Labour Relations Board
boards - Land Appeal Board	Saskatchewan Lands Appeal Board
boards - Liquor	Saskatchewan Liquor Board
boards - Milk Control	Milk Control Board
boards - Municipal	Saskatchewan Municipal Board
boards - of Examiners/Community Affairs	Community Services
boards of inquiry - environment	Environment & Public Safety
boards - Provincial Mediation Board	Provincial Mediation Board
boards - Public & Private Rights	Public & Private Rights
boards - Rafferty-Alameda/Board of Inquiry	Souris Basin Development
boards - regional watershed advisory	Saskatchewan Water Corporation
boards - Saskatchewan Archives	Saskatchewan Archives Board
boards - Saskatchewan Farm Ownership Board	Saskatchewan Farm Ownership Board
boards - Surface Rights Board of Arbitration	Surface Rights Board of Arbitration
boards - Water Appeal	Water Appeal Board
boards - WDM	Western Development Museum
boards - Workers' Compensation Board	Workers' Compensation Board
boats	Wascana Centre Authority
boiler & pressure vessel safety	Environment & Public Safety
boiler inspectors	Environment & Public Safety
bonds	Saskatchewan Securities Commission
bonds/co-operatives	Co-operative Securities Board
bonds - community	Economic Development
bonds - Saskpower	Saskatchewan Power Corporation
bonds - SaskTel/Telebonds	Saskatchewan Telecommunications
book bureau	Education
Border Areas Act	Community Services
boundary alterations	Rural Development
Boundary Dam	Saskatchewan Power Corporation
box office info (Saskatchewan Centre of the Arts)	Saskatchewan Centre of the Arts
branch line abandonment	Highways & Transportation

brand - inspection	Agriculture and Food
brand - registration	Agriculture and Food
break-opens/games of chance licensing	Saskatchewan Gaming Commission
breeder cows - production loan program	Agriculture and Food
bridges - construction	Rural Development
bridges - financial assistance	Rural Development
bridges - maintenance	Rural Development
bridges - provincial highway	Highways & Transportation
budget - control procedures	Finance
budget - copies of	Finance
budget - estimates	Finance
budget - preparation of annual	Finance
budget - provincial	Finance
budget - revenue and expenditures	Finance
budget - speech/documents	Finance
budgeting - information (see money management)	Education
budgeting - information (see money management)	Education
builders lien files	Saskatchewan Power Corporation
builders liens - crown leases	Energy & Mines
building & accessibility standards	Community Services
building - bylaws	Community Services
building - inspectors	Community Services
building - plans	Community Services
building - standards	Community Services
buildings - government space (Sask)	Saskatchewan Property Management Corporation
buildings - maintenance (Sask)	Saskatchewan Property Management Corporation
buildings - managers (Sask)	Saskatchewan Property Management Corporation
buildings - supervisors (Sask)	Saskatchewan Property Management Corporation
bulk electricity system policy and strategy	Saskatchewan Power Corporation
bulk fuel storage tanks	Environment & Public Safety
bulk transportation	Highways & Transportation
bull stations	Rural Development
Bureau of Statistics	Finance
burials policy - historic	Community Services
burn permits	Environment & Public Safety
bus transportation	Highways & Transportation
buses - charter	Saskatchewan Transportation Company
buses - express/freight	Saskatchewan Transportation Company
buses - tickets/schedules	Saskatchewan Transportation Company

Business Immigration Program	Economic Development
Business Library	Economic Development
business opportunities - immigrants	Economic Development
business opportunities - Indian/Metis	Indian & Metis Affairs Secretariat
Business Resource Centres	Economic Development
business/small business - co-operative registration	Justice
business/small business - complaints	Justice
business/small business - corporate tax reduction	Finance
business/small business - diversification/investment	Economic Development
business/small business - E & H Tax	Finance
business/small business - financial services	Saskatchewan Economic Development Corporation
business/small business - grants for status Indians	Indian & Metis Affairs Secretariat
business/small business - incorporation	Justice
business/small business - information	Economic Development
business/small business - licensing	Justice
business/small business - loans & investments	Saskatchewan Economic Development Corporation
business/small business - loans - northern	Economic Development
business/small business - loans, young entrepreneurs	Saskatchewan Economic Development Corporation
business/small business - name registration	Justice
business/small business - name search	Justice
business/small business - registration/out-of-province bus.(Sask)	Justice
business/small business - Resource Centre services	Economic Development
business/small business - statistics	Economic Development
business/small business - tax rebate	Community Services
business tax rebate	Community Services

C

cafeterias	Saskatchewan Property Management Corporation
Calder Rehabilitation Centre	Health
camping - reservations	Natural Resources
Canada Games	Community Services
Canada Student Loans Program	Education
Canadian Charter of Rights and Freedoms	Justice
Canadian Council of Ministers of the Environment	Environment & Public Safety
Canadian Heritage Rivers System	Natural Resources
Canadian Job Strategy	Education
Canola	Agriculture Development Fund Corporation
canola oil	Agriculture and Food

capital improvements	Saskatchewan Property Management Corporation
Capital Loan Program - Agricultural	Agricultural Credit Corporation
car - allowances	Public Service Commission
car complaints	Justice
car - natural gas fueled	Saskatchewan Energy Corporation Holdings
car - registration	Saskatchewan Government Insurance
career - computerized information	Education
career - development for Indian/Metis	Indian & Metis Affairs Secretariat
career - education guidance & counselling	Education
career - information	Education
career - training programs	New Careers Corporation
caribou management	Natural Resources
casinos licensing	Saskatchewan Gaming Commission
cattle - predator control	Natural Resources
cattle - price stabilization programs	Tripartite Beef Administration Board
caveats (crown land)	Energy & Mines
caveats (land)	Justice
cease trade	Saskatchewan Securities Commission
cemeteries, licensing	Justice
censorship - board/film & video	Justice
central permit office	Highways & Transportation
Central Survey & Mapping	Saskatchewan Property Management Corporation
Central Vehicle Agency	Saskatchewan Property Management Corporation
Centre of the Arts/Saskatchewan - banquets	Saskatchewan Centre of the Arts
Centre of the Arts/Saskatchewan - box office information	Saskatchewan Centre of the Arts
Centre of the Arts/Saskatchewan - conventions	Saskatchewan Centre of the Arts
Centre of the Arts/Saskatchewan - funding	Community Services
Centre of the Arts/Saskatchewan - sales & administration	Saskatchewan Centre of the Arts
Centre of the Arts/Saskatchewan - theatre booking	Saskatchewan Centre of the Arts
Centre of the Arts/Saskatchewan - ticket reservation	Saskatchewan Centre of the Arts
Century Family Farm Award	Agriculture and Food
cereal crops	Agriculture and Food
certificates - birth	Health
certificates - death	Health
certificates - marriage	Health
certificates of incompetence	Justice
certificates of no infants interested	Justice
certificates of status (licensed status)	Justice
certificates of status - existing corporation or business	Justice

certificates - trade & apprenticeship, teaching	Education
certification/decertification	Labour Relations Board
certification - water/sewage works operators (see also licensing)	Environment & Public Safety
certified copies - charter documents	Justice
change of name	Health
channel clearing assistance for R.M.'s	Saskatchewan Water Corporation
Charlot River Hydroelectric Station	Saskatchewan Power Corporation
Charter of Rights	Justice
Chemical Free Celebration	Education
chemical free celebrations	Sask. Alcohol & Drug Abuse Commission
chemical free grads - awards	Sask. Alcohol & Drug Abuse Commission
Chemical Spill Response Centre	Environment & Public Safety
chemicals - Agricultural Chemical Collection Program	Environment & Public Safety
chemicals - information	Environment & Public Safety
chemicals - safety	Environment & Public Safety
chemicals, storage	Wascana Centre Authority
chemicals - storage - industrial	Environment & Public Safety
Chief Coroner	Justice
Chief Provincial Firearms Officer	Justice
Chief Surveyor	Justice
Child & Youth Services	Health
child abuse - neglect	Social Services
child abuse - policy development	Social Services
child and family services	Social Services
child care - centres/licensing	Social Services
child care - policy development	Social Services
child care - special needs	Social Services
child care - subsidy	Social Services
child custody/access	Justice
child hunger	Social Services
child support	Justice
children and consumers - information	Education
children and consumers - information	Education
children and play - information	Education
children and play - information	Education
children - clothing - information	Education
children - clothing - information	Education
children - general - information	Education
children - general - information	Education

children - safety - information	Education
children - safety - information	Education
Children's Dental Program	Health
children's property	Justice
children's services	Social Services
children's services - protection services	Social Services
chiropody	Health
CIC Industrial Interests Inc.	Crown Investments Corporation
CIC Mineral Interests Corporation	Crown Investments Corporation
citizenship	Women's Secretariat
claims correspondence	Saskatchewan Power Corporation
claims - personal injury/death	Saskatchewan Government Insurance
claims - vehicle damage	Saskatchewan Government Insurance
claims - workers compensation	Workers' Compensation Board
classification/Government Employees	Public Service Commission
clean air strategy	Environment & Public Safety
clear language	Education
clear language	Education
clearances - workers' compensation	Workers' Compensation Board
Clearwater River	Natural Resources
Clerk of the Court - Queens' Bench, Court of Appeal	Justice
Clerk of the Court - Small Claims, Provincial Court & Youth Court	Justice
co-op consultants	Economic Development
Co-operative Security Board	Saskatchewan Securities Commission
co-operatives - business advice	Economic Development
co-operatives - business consultants	Economic Development
co-operatives - development	Economic Development
co-operatives - incorporation	Justice
co-operatives - organization & development	Economic Development
co-operatives - registration	Justice
coaching - certification	Community Services
coal - borehole data	Energy & Mines
collection agents licenses	Justice
collective bargaining - disputes	Labour
colleges	Education
commercial fisheries	Natural Resources
Commissioner for Oaths	Justice
Committee - Assessment Appeals	Saskatchewan Municipal Board
Committee - Local Government	Saskatchewan Municipal Board

Committee - Municipal Boundary	Saskatchewan Municipal Board
Committee - Planning Appeals	Saskatchewan Municipal Board
commodity futures	Saskatchewan Securities Commission
communicable disease control	Health
communication disorders	Health
communications	Agriculture Development Fund Corporation
communications - legislation (see also telecommunications)	Justice
communications - policy/phones, radio, TV(see telecommunications)	Justice
community - bonds	Economic Development
Community Capital Fund Program Act	Community Services
Community Clinics	Health
community - correctional centres	Justice
community development	Agriculture Development Fund Corporation
community - development	Rural Development
community development - information	Community Services
Community Health and Social Centres	Health
community - health services	Health
Community Home Program - Young Offenders	Social Services
community impact studies	Saskatchewan Power Corporation
community living - residential services	Social Services
community living - specialized support services	Social Services
community living - vocational services	Social Services
community - mental health services	Health
community - pastures	Rural Development
community planning - northern	Community Services
Community Planning Profession Act	Community Services
community planning - rural	Rural Development
community planning - urban	Community Services
community schools	Education
Community Service Order Program	Justice
community - therapy	Health
Community Tourism Assistance Program (CTAP)	Economic Development
Community-Training Residence Program	Justice
compensation - criminal injuries	Crimes Compensation Board
compensation - for farmers	Justice
compensation - royalty/lease rentals	Energy & Mines
competitive games - finance assistance	Community Services
complaints - about Legal Aid	Saskatchewan Legal Aid Commission
complaints - about Saskatchewan business	Justice

complaints - against municipal police	Saskatchewan Police Commission
complaints - discrimination	Saskatchewan Human Rights Commission
complaints/investments	Saskatchewan Securities Commission
complaints - regarding insurance agents/agencies	Justice
complaints - regarding police	Justice
complaints - water related	Saskatchewan Water Corporation
computer programming	Agriculture Development Fund Corporation
Computer Utility Corporation/Saskatchewan	Crown Investments Corporation
computers - word processing - leasing	Saskatchewan Property Management Corporation
conciliation services	Labour
Condominium Property Act	Justice
conference facilities - Echo Valley	Natural Resources
conservation	Meewasin Valley Authority
conservation - information	Education
conservation - information	Education
conservation officers	Natural Resources
Conservation Programs - Museum	Community Services
Conservation Programs/Wetland & Waterfowl	Saskatchewan Wetland Conservation Corporation
conservation strategy	Environment & Public Safety
constituency maps	Office of the Chief Electoral Officer
constitutional law	Justice
construction - community projects	Community Services
construction - playgrounds/golf courses	Community Services
construction reports	Saskatchewan Power Corporation
construction - school facilities	Education
construction - tenders (highway)	Highways & Transportation
consultative services - R.M.'s	Rural Development
consumer drug benefit	Health
Consumer Drug Information	Health
consumer drug use	Health
consumer education - resource materials	Education
consumer education - resource materials	Education
consumer education - Saskatchewan	Education
consumer education - Saskatchewan	Education
consumer information	Education
consumer information	Education
Consumer Products Warranties Act	Justice
consumer protection	Justice
consumer rights and responsibilities education	Education

consumer rights and responsibilities education	Education
consumers - complaints/Saskatchewan Licensed businesses	Justice
consumers - travel shows	Economic Development
consumption taxes	Finance
Continuing Care Services	Health
continuing education	Education
continuous disclosure	Saskatchewan Securities Commission
Contract Services Branch	Social Services
contracts (highways)	Highways & Transportation
Controverted Municipal Elections Act	Community Services
convictions - motor carriers	Highways & Transportation
copyright, patent, and trademarks	Saskatchewan Power Corporation
CORA - Catalogue of Opportunities for Rural Areas	Rural Development
core - analysis	Energy & Mines
Core Curriculum for Saskatchewan Schools	Education
Core Curriculum, French	Education
core - French	Education
core - storage	Energy & Mines
coroner's office	Justice
corporate land ownership	Justice
corporate tax reduction	Finance
corporation capital tax	Finance
corporations - name search - federal & provincial	Justice
Correctional Centres	Justice
- Provincial Correctional Centre Regina	
- Provincial Correctional Centre Prince Albert	
- Provincial Correctional Centre Saskatoon	
- Pine Grove Provincial Correctional Centre - Prince Albert	
- Battlefords Community Correctional Centre - North Battleford	
correctional camps	Justice
correctional community centres	Justice
Corrections Worker Training Program	Justice
correspondence school	Education
cost of living - information	Education
cost of living - information	Education
cost of production study	Milk Control Board
Coteau Creek Power Station	Saskatchewan Power Corporation
cottage lots/crown lands	Natural Resources
counselling - Education - guidance & counselling	Education

course development - Education	Education
court orders - enforcement	Justice
court records	Justice
Court Services	Justice
courts - administration of offences	Justice
courts - offices	Justice
courts - voluntary payments of fines	Justice
credit cards - interest rates - information	Education
credit cards - interest rates - information	Education
credit - legal and other - information	Education
credit - legal and other - information	Education
credit reporting agencies - licensing	Justice
credit - resource materials - information	Education
credit - resource materials - information	Education
credit unions - incorporation	Justice
credit unions - inspections	Justice
credit unions - registration	Justice
Critical Wildlife Habitat Protection	Natural Resources
crop coverage and claims	Saskatchewan Crop Insurance Corporation
crop damage diagnosis - disease	Agriculture and Food
crop damage diagnosis - insects	Agriculture and Food
crop damage diagnosis - weeds	Agriculture and Food
crop damage/wildlife	Natural Resources
crop disease control	Agriculture Development Fund Corporation
crop diversification	Agriculture and Food
crop insurance - Guaranteed Income Program	Saskatchewan Crop Insurance Corporation
crops - cereal	Agriculture and Food
crops - dry flowers	Agriculture and Food
crops - herbs and spices	Agriculture and Food
crops - honey	Agriculture and Food
crops - leasehold disputes	Provincial Mediation Board
crops - oilseed	Agriculture and Food
crops - protection lab	Agriculture and Food
crops - seed potatoes	Agriculture and Food
crops - tax liens	Provincial Mediation Board
crops - vegetables and fruits	Agriculture and Food
crops - wild rice	Agriculture and Food
cross-border shopping - see shopping trends	Education
cross-border shopping - see shopping trends	Education

Crossroads	Education
Crown - corporations	Crown Investments Corporation
Crown - corporations	Crown Investments Corporation
Crown corporations - government policies	Crown Investments Corporation
Crown Corporations - Government polities	Crown Investments Corporation
Crown land - administration (see also land, federal, Indian)	Natural Resources
Crown land - allocation (see also land, federal, Indian)	Natural Resources
Crown land - allocation disputes	Saskatchewan Lands Appeal Board
Crown land - catalogue sales program (see land, federal, Indian)	Rural Development
Crown land - commercial use (see also land, federal, Indian)	Natural Resources
Crown land - cottage lots (see also land, federal, Indian)	Natural Resources
Crown land - disposition (see also land, federal, Indian)	Natural Resources
Crown land - leasing (see also land, federal, Indian)	Rural Development
Crown land - recreation (see also land, federal, Indian)	Natural Resources
Crown land - residential (see also land, federal, Indian)	Natural Resources
Crown land - sale (farm use only) (see also land, federal, Indian)	Rural Development
Crown land - sales (see also land, federal, Indian)	Natural Resources
Crown land - taxes (see also land, federal, Indian)	Natural Resources
Crown Land - water	Saskatchewan Water Corporation
Crown land - wild rice growing (see also land, federal, Indian)	Natural Resources
Crown mineral disposition	Energy & Mines
Crown Prosecutors	Justice
Crown - resource lands	Natural Resources
Crown - royalties	Energy & Mines
Crown search letters	Energy & Mines
crude oil - marketing	Energy & Mines
crude oil - pricing	Energy & Mines
crude oil - taxation	Energy & Mines
CSO - Community Service Order Program	Justice
CTAP - Community Tourism Assistance Program	Economic Development
culture	Community Services
culverts - highway	Highways & Transportation
curatorial program - archaeology	Community Services
curatorial program - natural history	Community Services
curatorial program - paleontology	Community Services
curriculum and instruction - Northern Division	Education
curriculum for schools	Education
custody/access - mediation of	Justice
custody of children - International Child Abduction	Justice

custom combining (rates)	Agriculture and Food
customer services: con/disconnections, inquires and meter reading	Saskatchewan Power Corporation
Cut Knife Reference Act	Community Services
CVA credit cards	Saskatchewan Property Management Corporation

D

dairy	Agriculture Development Fund Corporation
dairy programs	Agriculture and Food
dairy test - retail	Health
Dales House	Social Services
dangerous goods - inspection & transport	Highways & Transportation
data - mining industry	Energy & Mines
data - oil/gas	Energy & Mines
daycare branch/licensing	Social Services
daycare - see child care	Social Services
daycare - subsidy	Social Services
daylight savings time	Community Services
dealer/investment	Saskatchewan Securities Commission
dealer/security	Saskatchewan Securities Commission
dealer/stock broker	Saskatchewan Securities Commission
death certificates	Health
debentures	Saskatchewan Securities Commission
debentures/co-op	Co-operative Securities Board
debt - cancellation owing to Crown	Board of Revenue Commissioners
debt - information	Education
debt - information	Education
debt - management	Provincial Mediation Board
Debt Management and Credit Counselling	Provincial Mediation Board
debt - set-off	Board of Revenue Commissioners
debt - settlement	Provincial Mediation Board
debt - write-off owing to Crown	Board of Revenue Commissioners
deeds	Justice
Deferred Salary Leave Plan	Finance
dental care - children	Health
Dental Health	Health
Dental Health Education	Health
dental program - children's	Health
dental program - government employees	Finance

Department of Urban Affairs Act	Community Services
departmental examinations - Education	Education
dependent adults	Justice
deposit agents	Saskatchewan Securities Commission
design correspondence and reports	Saskatchewan Power Corporation
designated trades	Education
Destination Development Incentive Program	Economic Development
Destination Saskatchewan	Economic Development
Detox Centres	Sask. Alcohol & Drug Abuse Commission
detoxication - alcohol/drug centres	Sask. Alcohol & Drug Abuse Commission
development - career/Indian/Metis	Indian & Metis Affairs Secretariat
development - economic	Saskatchewan Economic Development Corporation
development - export trade	Economic Development
Development Fund Corporation/Saskatchewan	Crown Investments Corporation
development - investments	Economic Development
development - parks	Natural Resources
development - rural/extension service	Rural Development
dial before you dig	Saskatchewan Energy Corporation Holdings
Dial Before You Dig	Saskatchewan Power Corporation
Dial-A-Claim	Saskatchewan Government Insurance
Dial-A-Part	Saskatchewan Government Insurance
diamond exploration	Energy & Mines
direct sales licensing	Justice
Disabilities Directorate	Labour
disabled persons - community living	Social Services
disabled persons - community-based services	Social Services
disabled persons - government employment opportunities	Labour
disabled persons - grants	Labour
disabled persons - Home Modification Grant	Community Services
disabled persons - independent living	Social Services
disabled persons - mentally/physically - community services	Social Services
disabled persons - parking plates	Saskatchewan Government Insurance
disabled persons - recreation grants	Community Services
disabled persons - special needs equipment	Health
disabled persons - subsidized housing	Community Services
disabled persons - vocational rehabilitation program	Education
disabled - transit assistance grants to municipalities	Community Services
Disaster Assistance	Finance
disaster preparedness planning	Community Services

disasters - manuals for mayors	Community Services
disasters - preparedness planning	Community Services
disconnections - electrical	Saskatchewan Power Corporation
discrimination/complaints	Saskatchewan Human Rights Commission
disease, pest, and weed control	Agriculture Development Fund Corporation
disease - plants	Agriculture and Food
disputes - renters security deposits	Office of the Rentalsman
distance education courses	Education
distress - writs	Justice
diversification - Agriculture	Agriculture and Food
Diversification Corporation/Saskatchewan	Crown Investments Corporation
diversification - crops	Agriculture and Food
diversification - immigrant business ventures	Economic Development
divorce	Justice
divorce - family breakdown - information	Education
divorce - family breakdown - information	Education
documents - mercantile	Justice
donations to the Crown (arts and heritage)	Community Services
drafting - Bills & regulations	Justice
drainage works - technical assistance	Saskatchewan Water Corporation
drill cuttings	Energy & Mines
drill hole records	Energy & Mines
drilling licenses and leases	Energy & Mines
drinking water - analysis	Health
Driver and Vehicle Safety	Saskatchewan Government Insurance
Driver Education Program	Education
driver training - instructors course	Education
drivers - abstract	Saskatchewan Government Insurance
drivers - appeals	Saskatchewan Government Insurance
drivers - appeals/criminal code convictions	Highway Traffic Board
drivers - examination	Saskatchewan Government Insurance
drivers impaired conviction	Highway Traffic Board
drivers license applications	Highway Traffic Board
drivers - licenses & motor vehicle registration	Saskatchewan Government Insurance
drivers - medical records	Saskatchewan Government Insurance
drivers - records	Saskatchewan Government Insurance
drivers - suspension and reinstatement	Saskatchewan Government Insurance
drivers - written driver test	Saskatchewan Government Insurance
Driving Without Impairment (DWI)	Saskatchewan Government Insurance

Drug Abuse Commission	Sask. Alcohol & Drug Abuse Commission
drug abuse - information	Sask. Alcohol & Drug Abuse Commission
Drug Awareness Week	Health
drug benefits	Health
Drug Committees	Health
drug complaints	Health
Drug - education	Health
drug exemption	Health
drug - information	Health
drug - manufacturers	Health
drug payment	Health
Drug - Plan/Prescription	Health
drug use	Health
drugs & narcotics - abuse/workshops	Sask. Alcohol & Drug Abuse Commission
drugs & narcotics - drugs/alcohol education program	Sask. Alcohol & Drug Abuse Commission
duck breeding habitats	Natural Resources
dugouts - pumping equipment and technical assistance	Saskatchewan Water Corporation
dugouts - solar & wind watering system grant	Saskatchewan Power Corporation
Duke of Edinburgh award	Saskatchewan Power Corporation
Dutch Elm Disease	Natural Resources
DWI - Driving Without Impairment	Saskatchewan Government Insurance

E

E & H Tax	Finance
E.B. Campbell Hydroelectric Station	Saskatchewan Power Corporation
EAP (Employee Assistance Program)	Sask. Alcohol & Drug Abuse Commission
EAP - Employee Assistance Program - Government employees	Public Service Commission
early childhood psychology	Health
easements and right of ways	Saskatchewan Power Corporation
Echo Valley conference centre	Natural Resources
ecological reserves	Environment & Public Safety
econ. crop production evaluation	Agriculture Development Fund Corporation
Economic Development Grant - rural	Rural Development
economic development - rural (see business/small bus.; economy)	Rural Development
economic forecast	Finance
economic position paper (white paper)	Finance
economic research	Agriculture Development Fund Corporation
economic statistics	Finance

education & health tax	Finance
education - acts & regulations (see also training)	Education
education - Adult Basic Education (ABE) (see also training)	Education
education - Adult Basic Education (ABE)-records (see also training)	Education
education - building inspector	Community Services
education - continuing (see also training)	Education
education - curriculum for Saskatchewan schools (see also training)	Education
education - records - ABE or GED, high school (see also training)	Education
education - regional offices (see also training)	Education
education/school programs - Government House	Community Services
education/school programs - Museum	Community Services
education - special incentive programs (see also training)	Education
education - urban officials (see also training)	Community Services
education - water and sewer works operations	Environment & Public Safety
educational television	Saskatchewan Communications Network
elections - municipal	Community Services
elections - provincial	Office of the Chief Electoral Officer
Electoral - boundaries	Office of the Chief Electoral Officer
Electoral - office	Office of the Chief Electoral Officer
Electoral - reports	Office of the Chief Electoral Officer
electrical connections	Saskatchewan Power Corporation
electrical consumption reports	Saskatchewan Power Corporation
electrical disconnections	Saskatchewan Power Corporation
electrical hookups	Saskatchewan Power Corporation
electrical inspection and regulatory records	Saskatchewan Power Corporation
electrical inspection reports and files	Saskatchewan Power Corporation
electrical - licensing/contractors/suppliers	Environment & Public Safety
electrical transmission and distribution	Saskatchewan Power Corporation
electricity - billing inquiries - Saskpower	Saskatchewan Power Corporation
electricity - change to natural gas	Saskatchewan Energy Corporation Holdings
electricity - hook-up & disconnections	Saskatchewan Power Corporation
electricity - inspection	Saskatchewan Power Corporation
electricity - streetlighting	Saskatchewan Power Corporation
electronic bracelet monitoring	Justice
elevator/amusement ride safety	Environment & Public Safety
elevator - inspection/licensing	Environment & Public Safety
elevator - safety & regulations	Environment & Public Safety
emblems - Saskatchewan/permission to use	Community Services
emergencies & emergency planning	Community Services

Emergency Measures Organization	Community Services
Emergency Planning Act	Community Services
emissions control - LIFAC	Saskatchewan Power Corporation
Employee Assistance Program (EAP)	Health
employees - Employee Assistance Program (EAP)	Sask. Alcohol & Drug Abuse Commission
employees - Employee Co-operative Program	Economic Development
employees - labour relations	Labour
employees - ownership	Economic Development
employment - disabled (see also training; unempl. insur.)	Labour
employment - equity	Labour
employment - Govt of Saskatchewan (see training; unempl. insur.)	Public Service Commission
employment - statistics-Education (see also training; unempl. insur.)	Education
employment - youth	Labour
endangered species	Natural Resources
Energy Conservation Information Hotline	Energy & Mines
energy - natural gas	Saskatchewan Energy Corporation Holdings
energywise	Saskatchewan Power Corporation
enforcement/investigation/investment	Saskatchewan Securities Commission
engineering - agricultural services	Agriculture and Food
engineering - division	Highways & Transportation
engineering evaluations	Saskatchewan Power Corporation
engineering - services co-ordination	Saskatchewan Property Management Corporation
English as a Second Language (ESL)	Education
english/second language - information	Education
english/second language - information	Education
enriched housing	Community Services
entomologist - agriculture	Agriculture and Food
entrepreneurs - loans	Saskatchewan Economic Development Corporation
environment - information	Education
environment - information	Education
environmental assessment	Environment & Public Safety
environmental education	Environment & Public Safety
environmental issues and policies	Saskatchewan Power Corporation
environmental projects - highways	Highways & Transportation
environmental protection - air, land, water pollution	Environment & Public Safety
environmental protection - assessment process	Environment & Public Safety
environmental protection - awareness	Environment & Public Safety
environmental protection - concerns	Environment & Public Safety
environmental protection - conservation strategy	Environment & Public Safety

environmental protection - developers proposals	Environment & Public Safety
environmental protection - regulatory requirements	Environment & Public Safety
environmental studies	Saskatchewan Power Corporation
equipment files and drawings	Saskatchewan Power Corporation
Equipment Management Information System (EMIS)	Highways & Transportation
equipment - rental rates	Highways & Transportation
equipment - repair/maintenance (Highway)	Highways & Transportation
equities	Saskatchewan Securities Commission
ERDA Grazing Technologies Project	Rural Development
erosion	Environment & Public Safety
erosion control assistance	Saskatchewan Water Corporation
escheats - estates without heirs	Justice
ESL - English as a Second Language	Education
estates - no will	Justice
Estevan Generating Station	Saskatchewan Power Corporation
ethanol	Agriculture and Food
ethnoculture	Community Services
evaluation & students' services	Education
evaluations	Agriculture Development Fund Corporation
Examiners, Board of	Community Services
exchange programs - French Students, teachers	Education
executive air service	Saskatchewan Property Management Corporation
Executive Council, Ottawa Office	Executive Council
Exhibits Program - Museum	Community Services
expenditure control	Finance
Export Marketing Assistance Program	Economic Development
export services - trade development	Economic Development
expropriation (landowner rights/assistance)	Public & Private Rights
expropriation, property acquisition, and sales records	Saskatchewan Power Corporation
extension	Agriculture Development Fund Corporation
extension service/rural development	Rural Development
extra provincial business registration	Justice

F

facilities for young offenders	Social Services
Facility Inspections	Health
Family & Youth Court	Justice
family changes - information	Education

family changes - information	Education
Family Counselling	Social Services
Family Court	Justice
family demographics/stats - information	Education
family demographics/stats - information	Education
family finances - see money management	Education
family finances - see money management	Education
family forums	Social Services
family income - information	Education
Family Income Plan	Social Services
family organizations - information	Education
family organizations - information	Education
family policy trends	Social Services
family services - Family Services Division	Social Services
family services - Family Support Centre	Social Services
family support services - early childhood intervention program	Social Services
family support services - respite services	Social Services
family violence - information	Social Services
farm - Agricultural Development & Diversification	Agriculture and Food
farm - business information	Agriculture and Food
farm - Century Family Award	Agriculture and Food
farm - chemicals, storage/disposal	Environment & Public Safety
farm - dugout - pumping assistance	Saskatchewan Water Corporation
farm dugout - pumping equipment and technical assistance	Saskatchewan Water Corporation
farm - energy use	Saskatchewan Energy Corporation Holdings
farm - leasing	Agriculture and Food
farm - machinery testing	Prairie Agricultural Machinery Institute
farm machinery warranties emergency parts	Justice
farm management	Agriculture Development Fund Corporation
farm - management agrologist	Rural Development
Farm Management Section	Agriculture and Food
Farm Market Analysis	Agriculture and Food
farm - name registration	Justice
Farm Purchase Program	Agriculture and Food
farm - safety	Labour
farm - safety net programs	Saskatchewan Crop Insurance Corporation
Farm Security Act/Saskatchewan - land ownership	Saskatchewan Farm Ownership Board
farm stress - information	Agriculture and Food
farmers - counselling & assistance program	Agriculture and Food

farmers - financial training	Agriculture and Food
farmers - fuel tax rebate	Finance
farmers - oil royalty refund	Finance
farming - business management	Agriculture and Food
farming - business management - training	Agriculture and Food
farming - custom rates	Agriculture and Food
farming - economic research	Agriculture and Food
farming - financial management	Agriculture and Food
farming - forage & feed listing	Agriculture and Food
farming - foreclosures, protection farm	Farm Land Security Board
farming - fur	Agriculture and Food
farming - game	Agriculture and Food
farming - home quarter protection	Farm Land Security Board
farming - irrigation grants	Saskatchewan Water Corporation
farming loans - beef/hog enterprises	Agricultural Credit Corporation
farming loans - greenhouse	Agricultural Credit Corporation
farming loans - Guaranteed Operating Loan	Agricultural Credit Corporation
farming loans - irrigation	Agricultural Credit Corporation
farming loans - livestock - Capital Loan Program	Agricultural Credit Corporation
farming loans - Livestock Cash Advance Program	Agricultural Credit Corporation
farming loans - Livestock Investment Loan Program	Agricultural Credit Corporation
farming loans - livestock - Production Loan Guarantee	Agriculture and Food
farming loans - mushroom growing	Agricultural Credit Corporation
farming - marketing systems	Agriculture and Food
farming - Ownership Board/Saskatchewan	Saskatchewan Farm Ownership Board
farming - snails	Agriculture and Food
farming- energy use	Saskatchewan Energy Corporation Holdings
farmland - flooding/drainage problems	Saskatchewan Water Corporation
farmland - lease disputes	Provincial Mediation Board
farmland - mediation of	Justice
farmland - mortgage guarantees	Agricultural Credit Corporation
farmland - ownership by corporations	Saskatchewan Farm Ownership Board
farmland - ownership by non-residents	Saskatchewan Farm Ownership Board
farmland - security mediation	Farm Land Security Board
Farmstart Program	Agricultural Credit Corporation
farmstead agrologist	Rural Development
Federal/Provincial Agreement - audit records	Finance
Federal/Provincial - social assistance cost sharing	Social Services
federal-provincial programs - french education	Education

Feed Grain Adjustment Program	Agriculture and Food
feed grain listing	Agriculture and Food
feeder - association	Agriculture and Food
Feeder Associations Loan Guarantee Program	Agriculture and Food
feeder - cattle	Agriculture and Food
FEEDGAP	Agriculture and Food
feedlot program	Agriculture and Food
fellowships - Fellowship Program (see also assistance; scholarships)	Education
fertilizing	Wascana Centre Authority
ferry services	Rural Development
fertilizer production	Agriculture and Food
field marketing and energy utilization records	Saskatchewan Power Corporation
file storage	Saskatchewan Property Management Corporation
film & video - Occup. Health & Safety (see also audio visual mat.)	Labour
film development - policy development	Community Services
financial assistance - artists	Saskatchewan Arts Board
financial assistance - athletes	Community Services
financial assistance - bridge structures/maintenance	Rural Development
financial assistance - business and small business/loans	Saskatchewan Economic Development Corporation
financial assistance - business/Indian bands/grants	Indian & Metis Affairs Secretariat
financial assistance - Canada Student Loans	Education
financial assistance - competitive games	Community Services
financial assistance - disabled	Community Services
financial assistance - disabled - recreation	Community Services
financial assistance - disaster	Finance
financial assistance - farmers/counselling	Agriculture and Food
financial assistance - fellowship program	Education
financial assistance - fishermen/trappers	Economic Development
financial assistance - health research	Health
financial assistance - heritage programs	Community Services
financial assistance - Income Securities Program	Social Services
financial assistance - Indian/Metis owned businesses	Indian & Metis Affairs Secretariat
financial assistance - livestock/loans	Agricultural Credit Corporation
financial assistance - mortgage reduction	Finance
financial assistance - Museum Assistance Program	Community Services
financial assistance - performing arts	Saskatchewan Arts Board
financial assistance - recreational organizations	Community Services
financial assistance - regional parks	Natural Resources
financial assistance - Saskatchewan Games	Community Services

financial assistance - Saskatchewan Student Loans	Education
financial assistance - seniors/grants	Seniors' Secretariat
financial assistance - Small Business Loans Associations	Saskatchewan Economic Development Corporation
financial assistance - students	Education
financial assistance - tourism	Economic Development
financial assistance - training centres	Community Services
financial assistance - urban municipalities	Community Services
financial assistance - visual arts	Saskatchewan Arts Board
financial assistance - young entrepreneurs/loans	Saskatchewan Economic Development Corporation
financial assistance - zone sports	Community Services
financial counselling	Provincial Mediation Board
financial planners - information	Education
financial planners - information	Education
financial statements	Saskatchewan Securities Commission
financial statements - provincial	Finance
Fine Option Program	Justice
fines - community service	Justice
fire - commissioner	Community Services
fire - inspection	Community Services
fire - investigations	Community Services
fire - prevention	Community Services
Fire Prevention Act, 1980	Community Services
fire - regulations	Community Services
firearms - acquisition certificate	Justice
firearms - business permits	Justice
firearms - Provincial Chief Officer	Justice
firearms - safety	Natural Resources
firemen - papers	Environment & Public Safety
fiscal forecasts/provincial	Finance
fiscal policy	Finance
fish/fisheries - analysis/mercury level	Health
fish/fisheries - commercial/job opportunities	Natural Resources
fish/fisheries - enhancement	Natural Resources
fish/fisheries - Fish Culture Station	Natural Resources
fish/fisheries - habitat management	Natural Resources
fish/fisheries - laboratory	Natural Resources
fish/fisheries - research	Natural Resources
fish/fisheries - sporting information	Natural Resources
fish/fisheries - stocking program	Natural Resources

fishing	Wascana Centre Authority
fishing - license	Natural Resources
fitness programs	Community Services
flat tax/Saskatchewan	Finance
Flin Flon Extension of Boundaries Act, 1952	Community Services
flood control - assistance for towns	Saskatchewan Water Corporation
flood control - Can/Sask Flood Damage Reduction Prog	Saskatchewan Water Corporation
flower beds	Wascana Centre Authority
Fluoride Mouthrinse Program	Health
flyash	Saskatchewan Power Corporation
Focus on Farm Marketing	Agriculture and Food
Focus on Farm Planning	Agriculture and Food
food & facility inspections	Health
food & food products - handling/processing (see agri-food industry)	Agriculture and Food
food & food products - industry statistics (see agri-food industry)	Agriculture and Food
food & food products - processing projects (see agri-food industry)	Agriculture and Food
food advisory services	Agriculture Development Fund Corporation
food and process engineering	Agriculture Development Fund Corporation
food banks - see hunger	Social Services
food facilities & equipment	Agriculture Development Fund Corporation
food - general - information	Education
food market identific. & production	Agriculture Development Fund Corporation
food technology development	Agriculture Development Fund Corporation
foot care	Health
forage & feed listing	Agriculture and Food
forage production, monitoring	Rural Development
forages	Agriculture Development Fund Corporation
foreclosure - farmland	Justice
foreign investment in Saskatchewan business	Saskatchewan Growth Fund Management Corporation
foreign ownership - of agricultural land	Saskatchewan Farm Ownership Board
forest - inventory	Natural Resources
forest - management	Natural Resources
forest - operations	Natural Resources
forestry - products/logging	Saskatchewan Forest Products Corporation
forgivable loans - Student Loan Program	Education
Fort San	Natural Resources
Forums about Families	Social Services
foster care	Social Services
foster children	Social Services

fountains	Wascana Centre Authority
fraud - information	Education
fraud - information	Education
Freedom of Information	Justice
freehold production	Energy & Mines
French Curriculum Development	Education
French Language Coordination Services	Community Services
French Language Education	Education
French Minority Education	Education
French Teacher Bursary Program	Education
fruit crops	Agriculture and Food
fruits	Agriculture Development Fund Corporation
fuel - natural gas	Saskatchewan Energy Corporation Holdings
fuel oil	Saskatchewan Energy Corporation Holdings
fuel - storage tanks (see also energy)	Environment & Public Safety
fuel - tax	Finance
fuel - tax rebate	Finance
funding - health research	Health
funding - municipalities (see also assistance, financial; grants)	Community Services
funding - research-fossil fuel (see also assistance, financial; grants)	Energy & Mines
funerals - information	Education
funerals - information	Education
funerals, prepaid	Justice
fur animals	Agriculture Development Fund Corporation
fur industry - administration	Natural Resources
furnaces	Saskatchewan Energy Corporation Holdings
furniture - inventory - new	Saskatchewan Property Management Corporation
furniture - used, office	Saskatchewan Property Management Corporation

G

gambling/licensing	Saskatchewan Gaming Commission
game animals	Agriculture Development Fund Corporation
game population monitoring	Natural Resources
garage keeper's lien	Justice
garden problems	Agriculture and Food
Gardner Dam	Saskatchewan Power Corporation
garnishees	Finance
gas appliances	Saskatchewan Energy Corporation Holdings

gas billing	Saskatchewan Energy Corporation Holdings
Gas Distribution Program	Saskatchewan Energy Corporation Holdings
gas heating	Saskatchewan Energy Corporation Holdings
gas - hook ups	Saskatchewan Energy Corporation Holdings
gas - licensing, contractors/suppliers	Environment & Public Safety
gas, natural - inspections & permits	Saskatchewan Power Corporation
gas odours	Saskatchewan Energy Corporation Holdings
gas pipelines	Saskatchewan Energy Corporation Holdings
gas - royalty calculations	Energy & Mines
Gas Safety	Saskatchewan Power Corporation
gas tax rebate	Finance
gasoline - storage (see also oil & gas)	Environment & Public Safety
Gazette/Saskatchewan	Justice
GED (General Educational Development)	Education
geese	Wascana Centre Authority
Gemini Warehouse (records/supplies)	Saskatchewan Property Management Corporation
gender equity	Education
General Educational Development (GED)	Education
general equality - information	Education
general equality - information	Education
generating stations	Saskatchewan Power Corporation
Geographic Information System (GIS)	Natural Resources
geological reports - oil/gas	Energy & Mines
geological reports - sedimentary rocks	Energy & Mines
geophysical - data/license (program approval)	Energy & Mines
goat	Agriculture and Food
gold - development information	Energy & Mines
gold - exploration	Energy & Mines
gold - royalty	Energy & Mines
government - credit cards	Saskatchewan Property Management Corporation
government drug plan	Health
government - employment	Public Service Commission
government - hangars	Saskatchewan Property Management Corporation
Government House Historic Property	Community Services
government - identification cards	Saskatchewan Property Management Corporation
Government Inquiry Centre	Community Services
government - tenders	Saskatchewan Property Management Corporation
government - vehicles	Saskatchewan Property Management Corporation
grade 12, departmental exams	Education

graduate follow-up report	Education
graduation celebrations	Sask. Alcohol & Drug Abuse Commission
grain shipping/transportation via rail	Saskatchewan Grain Car Corporation
grants - health research	Health
grants - housing, research & dev. (see also assistance, funding)	Community Services
grants - Indian bands/starting businesses (see assistance; funding)	Indian & Metis Affairs Secretariat
grants - libraries	Community Services
grants - Livestock Watering Syst. Prog. (see assistance; funding)	Saskatchewan Power Corporation
grants - Non-Government Organizations	Social Services
grants - oil & gas exploration (see also assistance; funding)	Energy & Mines
grants, permits, licences, and certifications	Saskatchewan Power Corporation
grants - Rural Capital (see also assistance, financial; funding)	Rural Development
grants - school	Education
grants - senior citizens (see also assistance, financial; funding)	Seniors' Secretariat
grants - urban capital	Community Services
gravel pits	Highways & Transportation
Grazing Technologies Project/ERDA	Rural Development
Great Seal of Saskatchewan/Keeper of	Community Services
Green Lake Trust	Community Services
grid road map	Rural Development
grievance disputes	Labour
grievances - government employees	Public Service Commission
GRIP	Saskatchewan Crop Insurance Corporation
grocery shopping - information	Education
grocery shopping - information	Education
Gross Revenue Insurance Plan	Saskatchewan Crop Insurance Corporation
ground water	Agriculture Development Fund Corporation
group homes - private treatment	Social Services
group homes - Provincial Institutions	Social Services
group travel shows	Economic Development
GST - information	Education
GST - information	Education
guaranteed investment certificate	Saskatchewan Securities Commission
Guaranteed Operating Loan - Agricultural	Agricultural Credit Corporation
Guaranteed Vendor Mortgage Program	Agricultural Credit Corporation
guardianship	Justice
guidance & counselling - Education	Education
guided tours	Wascana Centre Authority

H

habitats - duck breeding	Natural Resources
habitats - enhancement	Natural Resources
habitats - for wildlife	Natural Resources
halfway houses	Health
halfway houses (SADAC)	Sask. Alcohol & Drug Abuse Commission
hangar, government	Saskatchewan Property Management Corporation
hatchery tours	Natural Resources
hazardous material - waste management	Environment & Public Safety
hazardous materials - hazardous substances	Environment & Public Safety
hazardous materials - industrial chemicals	Labour
health & safety - inspections/workplace (see also safety)	Labour
health - card	Health
health - community	Health
health - dental program/children	Health
health - information	Education
health - information	Education
health - inspections	Health
health insurance registration	Health
Health Insurance Registration File (HIRF)	Health
health - livestock	Agriculture and Food
health - mental	Health
health - occupational	Labour
health - out of province coverage	Health
health - prescription drug plan	Health
health professionals	Health
health - promotion/funding	Health
Health Research Fund	Health
Health Resource Centre	Health
health services card	Health
health services - eligibility	Health
health services eligibility	Health
health training bursaries	Health
hearing Aid Plan (SHAP)	Health
heat exchangers	Saskatchewan Energy Corporation Holdings
heating - cleanliness	Saskatchewan Energy Corporation Holdings
heating - cost	Saskatchewan Energy Corporation Holdings
heating - efficiency	Saskatchewan Energy Corporation Holdings

heating - fuel type	Saskatchewan Energy Corporation Holdings
heavy oil/lease continuation	Energy & Mines
helium regulations	Energy & Mines
Heritage Advisory Board	Community Services
heritage - fund	Finance
heritage - grant	Seniors' Secretariat
Heritage Impact Assessment	Community Services
heritage language	Education
Heritage Marsh Program	Natural Resources
heritage park - Wanuskewin	Wanuskewin Heritage Park Corporation
Heritage Program/seniors	Seniors' Secretariat
Heritage Properties Registrar	Community Services
heritage property	Wascana Centre Authority
Heritage Property Act	Community Services
Heritage Property Designation	Community Services
Heritage Property Review Board	Community Services
Heritage publications	Community Services
heritage rivers	Natural Resources
Heritage Site Acquisition	Community Services
high school equivalency	Education
high school marks	Education
highway control sections	Highways & Transportation
highway - design	Highways & Transportation
highway - drainage	Highways & Transportation
highway - engineering	Highways & Transportation
highway - equipment fleet	Highways & Transportation
highway - gravel resources	Highways & Transportation
Highway Hotline	Highways & Transportation
highway inventory system	Highways & Transportation
highway - maintenance	Highways & Transportation
highway - materials	Highways & Transportation
highway - overwidth/overlength regulations	Highways & Transportation
highway - patrol	Highways & Transportation
highway planning - provincial	Highways & Transportation
highway - resurfacing	Highways & Transportation
highway - signs	Highways & Transportation
highway - sub divisions	Highways & Transportation
highway - survey plans	Highways & Transportation
highway system classification	Highways & Transportation

highway - test track research	Highways & Transportation
historic parks	Natural Resources
historic village	Western Development Museum
historical records - of Saskatchewan	Saskatchewan Archives Board
historical resources	Community Services
history	Western Development Museum
holiday pay	Labour
holiday wells	Energy & Mines
home care	Health
Home Care Program	Health
Home Care Services	Health
home insurance	Saskatchewan Government Insurance
Home Modification for the Disabled Program	Community Services
Home Oxygen Program	Health
home quarter protection	Farm Land Security Board
home schooling	Education
homes - approved private - services homes	Social Services
homes - group homes	Social Services
homes - personal care/licensing	Health
homes - special care	Health
honey crops	Agriculture and Food
honey stabilization	Tripartite Beef Administration Board
horse racing - tax	Finance
horses	Agriculture Development Fund Corporation
horses	Wascana Centre Authority
horticulturist	Agriculture and Food
hospital benefits - out-of-province	Health
Hospital Care Insurance Program	Health
Hospital Revenue Tax	Finance
Hospital Revenue Tax	Health
hospital services - funding	Health
Hospital Services - funding/programs	Health
hospitalization card	Health
hours of work, standards	Labour
House Building Assistance Act	Community Services
housing	Community Services
housing - authorities	Community Services
housing - for the disabled	Community Services
housing - information	Education

housing - information	Education
housing - research & development grant	Community Services
Human Rights/complaints	Saskatchewan Human Rights Commission
hunger - policy development	Social Services
hunting - Big Game Draw	Natural Resources
hunting - education	Natural Resources
hunting - illegal	Natural Resources
hunting - licenses	Natural Resources
hunting - regulation/allocation	Natural Resources
hydraulic safety reports	Saskatchewan Power Corporation
hygiene unit/workplace	Labour

I

identification cards - government	Saskatchewan Property Management Corporation
IMED (Indian & Metis Education Development)	Education
immigrants, English as a second language	Education
immigration - business program	Economic Development
immigration services	Labour
immunization	Health
impaired drivers treatment program	Justice
implement dealers license	Justice
implement distributor registration	Justice
implements, agriculture - compensation claims	Justice
implements, agriculture - parts & service	Justice
implements, agriculture - warranties	Justice
In Home Relief Care - elderly and disabled	Health
in-home schooling	Education
in-patient services	Health
in-patient services	Sask. Alcohol & Drug Abuse Commission
incentive grants	Energy & Mines
income - information	Education
income - information	Education
Income Plan, Saskatchewan	Seniors' Secretariat
income security programs - appeals	Social Services
income security programs - income security	Social Services
income supplement - low income families	Social Services
income supplement - seniors	Seniors' Secretariat
incorporation - cities, towns, villages, hamlets	Community Services

indebtedness mediation (personal)	Provincial Mediation Board
independent schools	Education
Indian & Metis (Non-Status) Education Program	Education
Indian & Metis Education Development (IMED)	Education
Indian Agriculture Program	Rural Development
Indian culture	Wanuskewin Heritage Park Corporation
Indian Economic Development Program	Indian & Metis Affairs Secretariat
Indian heritage	Wanuskewin Heritage Park Corporation
Indian/Metis - policy development	Social Services
Indian Special Constable Program	Justice
Individual Irrigation Assistance Program	Saskatchewan Water Corporation
industrial product dev.	Agriculture Development Fund Corporation
industrial chemicals/hazardous/toxicity	Labour
industrial/hazardous waste	Environment & Public Safety
industrial labour relations	Saskatchewan Power Corporation
industrial opportunities	Economic Development
industrial parks	Saskatchewan Economic Development Corporation
Industrial Towns Act	Community Services
industrial truck hauls	Highways & Transportation
industrial wastewater	Environment & Public Safety
industry - culture	Community Services
infants' property	Justice
information technology	Finance
injuries from violent crimes - compensation	Crimes Compensation Board
inmates	Justice
innovative housing	Community Services
inquires - customer service	Saskatchewan Power Corporation
insect control	Agriculture Development Fund Corporation
insect control - programs & services	Agriculture and Food
insider trading	Saskatchewan Securities Commission
inspection and maintenance reports	Saskatchewan Power Corporation
inspections - boilers	Environment & Public Safety
inspections - electrical	Saskatchewan Power Corporation
inspections - hazardous waste facilities	Environment & Public Safety
inspections - milling/mining operations	Environment & Public Safety
inspections - municipal water/sewage works	Environment & Public Safety
inspections - natural gas	Saskatchewan Power Corporation
inspections - plumbing/sewer	Health
inspections - pressure vessels	Environment & Public Safety

inspections - refrigeration units	Environment & Public Safety
Inspector of Legal Offices - Court Services	Justice
institutional services	Social Services
insurance - all types	Saskatchewan Government Insurance
insurance - companies/licensing	Justice
insurance - home - information	Education
insurance - home - information	Education
insurance - life - information	Education
insurance - life - information	Education
insurance - Medical Care Insurance	Health
insurance - policies/information	Saskatchewan Government Insurance
Insurance Premiums Tax	Finance
insurance - salespeople/registration	Justice
integrated facilities	Health
Intensive Probation Supervision Electronic Monitoring Prog(IPSEM)	Justice
Inter-Municipal Fire Protection Program	Community Services
inter-office mail	Saskatchewan Property Management Corporation
inter-track betting	Horse Racing Commission
interconnection records	Saskatchewan Power Corporation
Interculture Canada Scholarship	Saskatchewan Power Corporation
interest relief plan, Student Loans (interest write-down)	Education
internal legal opinions	Saskatchewan Power Corporation
international trade - offices	Economic Development
intermodal terminals	Highways & Transportation
interpretive programs - Government House	Community Services
interprovincial regulations - soft drinks	Environment & Public Safety
investment	Saskatchewan Securities Commission
investment - development in Saskatchewan	Economic Development
investment - information service for investors	Economic Development
Investment Loan Program - Agriculture	Agricultural Credit Corporation
investment management	Finance
investments/co-operatives	Co-operative Securities Board
irrigation	Agriculture Development Fund Corporation
irrigation	Wascana Centre Authority
irrigation - extension	Saskatchewan Water Corporation
irrigation - grants	Saskatchewan Water Corporation
irrigation - soils investigations	Saskatchewan Water Corporation
irrigation - water supply development assistance	Saskatchewan Water Corporation
Island Falls Hydroelectric Station	Saskatchewan Power Corporation

issuer	Saskatchewan Securities Commission

J

jails	Justice
job classification/government employees	Public Service Commission
job training - Indian/Metis	Indian & Metis Affairs Secretariat
jobs, Saskatchewan government	Public Service Commission
Joint Emergency Preparedness Program (JEPP)	Community Services
journeymen papers	Education
Junior Citizen of the Year award	Saskatchewan Power Corporation
Justice of the Peace	Justice
juvenile corrections	Social Services

K

Kelsey Campus	Education
Kenosee Youth Camp	Social Services
Kilburn Hall	Social Services

L

laboratories - clinical	Health
laboratories - environmental	Health
laboratories - licensing/medical	Health
labour - mediation services for injured workers	Labour
labour relations	Saskatchewan Power Corporation
labour - relations (see also labour relations)	Labour
labour - standards (see also labour relations)	Labour
labour - unfair practices (see also labour relations)	Labour Relations Board
lake	Wascana Centre Authority
lake stabilization projects - assistance	Saskatchewan Water Corporation
lakes - plaques or monuments	Natural Resources
lakes - to name	Saskatchewan Property Management Corporation
land - agricultural/drainage	Saskatchewan Water Corporation
land - appeal board	Saskatchewan Lands Appeal Board
land - bank	Rural Development
land - classification	Rural Development
land - corporate ownership of agricultural land	Saskatchewan Farm Ownership Board

land - dispositions	Energy & Mines
land - expropriation	Public & Private Rights
land - foreign ownership of agricultural land	Saskatchewan Farm Ownership Board
land - highways (purchases, payments)	Highways & Transportation
land improvement & use	Agriculture Development Fund Corporation
land - industrial	Saskatchewan Economic Development Corporation
land - liens - builders	Justice
land - liens - mechanics	Justice
land management	Saskatchewan Power Corporation
land - mortgages	Justice
land - non-resident ownership of agricultural land	Saskatchewan Farm Ownership Board
land - ownership by corporations	Saskatchewan Farm Ownership Board
land - registration	Justice
land - representatives	Rural Development
land sale - bids	Energy & Mines
land sale - mortgage guarantees	Agricultural Credit Corporation
land sale - postings	Energy & Mines
land sale - results	Energy & Mines
land - subdivision of northern municipalities	Community Services
land - subdivision of urban municipalities	Community Services
land titles - copies	Justice
land titles - document searches	Justice
land titles - records	Justice
land titles - registrations	Justice
land - transfers	Justice
landfills	Environment & Public Safety
Landis Power Station	Saskatchewan Power Corporation
landlord/tenant information (residential)	Office of the Rentalsman
landlord/tenants disputes	Office of the Rentalsman
landlords, rights	Office of the Rentalsman
lands - claims	Indian & Metis Affairs Secretariat
Language Bursary Program	Education
language - language office/minority (see also official languages)	Education
learner's license	Saskatchewan Government Insurance
learning disability - special education	Education
lease - accommodation	Saskatchewan Economic Development Corporation
lease accommodation	Saskatchewan Property Management Corporation
lease - continuance	Energy & Mines
lease disputes, agricultural land	Provincial Mediation Board

lease - negotiated	Energy & Mines
lease - permits	Energy & Mines
lease rental billing	Energy & Mines
lease - selection	Energy & Mines
lease - termination grievance	Saskatchewan Lands Appeal Board
lease vehicles	Saskatchewan Property Management Corporation
leases - mortgaged land	Provincial Mediation Board
leases - sand & gravel	Energy & Mines
legal advice - for municipal police forces	Justice
legal advice - for RCMP	Justice
legal aid - complaints	Saskatchewan Legal Aid Commission
legal aid - offices	Saskatchewan Legal Aid Commission
legal documents - service of	Justice
legal officials - civil/criminal	Justice
legislation - drafting/publication/sale to public	Justice
legislation - publications	Justice
legislative drafting	Justice
leisure - information	Community Services
liability insurance	Saskatchewan Government Insurance
libraries - business	Economic Development
libraries - provincial	Community Services
Library Operating Grant Program	Community Services
library services	Health
library services (see also archives; libraries) - SADAC	Sask. Alcohol & Drug Abuse Commission
license plates	Saskatchewan Government Insurance
licenses - marriage	Justice
licensing - agricultural dealers (see also certification)	Justice
licensing - amusement rides (see also certification)	Environment & Public Safety
licensing - auctioneers (see also certification)	Justice
licensing - bingos	Saskatchewan Gaming Commission
licensing - break-opens/games of chance	Saskatchewan Gaming Commission
licensing - businesses in Saskatchewan (see also certification)	Justice
licensing - care homes	Health
licensing - casinos	Saskatchewan Gaming Commission
licensing - cemeteries (see also certification)	Justice
licensing - child day care	Social Services
licensing - collection agencies (see also certification)	Justice
licensing - credit reporting agencies (see also certification)	Justice
licensing - direct sales (see also certification)	Justice

licensing - drilling & mining (see also certification)	Energy & Mines
licensing - drivers (see also certification)	Saskatchewan Government Insurance
licensing - electrical contractors/journeymen/suppliers	Environment & Public Safety
licensing - elevators (see also certification)	Environment & Public Safety
licensing - gambling	Saskatchewan Gaming Commission
licensing - gas contractors/suppliers (see also certification)	Environment & Public Safety
licensing - gas installations (see also certification)	Environment & Public Safety
licensing - horse racing	Horse Racing Commission
licensing - horsemen	Horse Racing Commission
licensing - independent schools (see also certification)	Education
licensing - insurance agents (see also certification)	Justice
licensing - insurance companies (see also certification)	Justice
licensing - loan companies (see also certification)	Justice
licensing - lotteries	Saskatchewan Gaming Commission
licensing - milling/mining (see also certification)	Environment & Public Safety
licensing - mortgage brokers (see also certification)	Justice
licensing - motor dealers (see also certification)	Justice
licensing - oil burner installers (see also certification)	Community Services
licensing - outfitters (see also certification)	Natural Resources
licensing - personal care homes	Health
licensing - pesticide applicators (see also certification)	Agriculture and Food
licensing - private investigators (see also certification)	Justice
licensing - propane gas distributors (see also certification)	Environment & Public Safety
licensing - prospecting (see also certification)	Energy & Mines
licensing - pyramid franchises (see also certification)	Justice
licensing - raffles	Saskatchewan Gaming Commission
licensing - security guards (see also certification)	Justice
licensing - sellers of training courses (see also certification)	Justice
licensing - special care homes	Health
licensing - teletheatres	Horse Racing Commission
licensing - training course vendors (see also certification)	Justice
licensing - trust & loan companies (see also certification)	Justice
licensing - water well driller (see also registration)	Saskatchewan Water Corporation
licensing - welding/pipefitting (see also certification)	Environment & Public Safety
liens - automobiles	Justice
liens - builders (crown leases)	Energy & Mines
liens - builders (land)	Justice
liens - garage keepers	Justice
liens - land	Justice

liens - mechanics (crown leases)	Energy & Mines
liens - mechanics (land)	Justice
liens - mechanics (property)	Justice
LIFAC emissions control system	Saskatchewan Power Corporation
lifestyles - information	Education
lifestyles - information	Education
Lights On For Life	Saskatchewan Government Insurance
limited partnership	Saskatchewan Securities Commission
liquor consumption tax	Finance
liquor - importation of	Saskatchewan Liquor Board
liquor - licensing of facilities	Saskatchewan Liquor Board
liquor - manufacture of	Saskatchewan Liquor Board
liquor - permits/special occasions	Saskatchewan Liquor Board
liquor - possession/sale/delivery	Saskatchewan Liquor Board
liquor - stores/franchises	Saskatchewan Liquor Board
lists of - directors	Education
lists of - schools	Education
lists of - students	Education
lists of - teachers	Education
literacy campaign, Saskatchewan	Education
literacy - information	Education
literacy - information	Education
literacy programs & services	Education
litter control	Environment & Public Safety
live horse racing	Horse Racing Commission
livestock (see also agriculture) - grant for watering cattle	Saskatchewan Power Corporation
livestock (see also agriculture) - watering systems grants	Saskatchewan Power Corporation
livestock - agrologist (see also agriculture)	Rural Development
livestock - Cash Advance Program (see also agriculture)	Agricultural Credit Corporation
livestock - development (see also agriculture)	Agriculture and Food
livestock - facilities (see also agriculture)	Agriculture and Food
livestock - Feeder Associations Loan Guarantee (see agriculture)	Agriculture and Food
livestock - inspection (see also agriculture)	Agriculture and Food
livestock - Investment Loan program (see also agriculture)	Agricultural Credit Corporation
livestock - loans (see also agriculture)	Agricultural Credit Corporation
livestock - marketing legislation (see also agriculture)	Agriculture and Food
livestock - predator control (see also agriculture)	Natural Resources
livestock - producer protection (see also agriculture)	Agriculture and Food
livestock - transportation (see also agriculture)	Agriculture and Food

Lloydminster Charter	Community Services
Lloydminster Municipal Amalgamation Act, 1930	Community Services
load forecasting files and reports	Saskatchewan Power Corporation
loan companies - licensing	Justice
loans & investments/business	Saskatchewan Economic Development Corporation
loans - beef/hog enterprises (see assistance; funding; grants)	Agricultural Credit Corporation
loans - beginning/dev. farm. (see assistance; funding; grants)	Agricultural Credit Corporation
loans - business (see also assistance; financial; funding; grants)	Saskatchewan Economic Development Corporation
loans - business (see also assistance; financial; funding; grants)	Saskatchewan Economic Development Corporation
loans - Cap. Loan Prog./livest.(see assistance; funding; grants)	Agricultural Credit Corporation
loans - Feeder Assoc. Loans Guar.(see assistance; funding; grants)	Agriculture and Food
loans - fishermen/trappers (see also assistance; funding; grants)	Economic Development
loans - gov't appr'd constr.(see assistance; funding; grants)	Saskatchewan Property Management Corporation
loans - greenhouse (see also assistance, financial; funding; grants)	Agricultural Credit Corporation
loans - Guarant. Operating Loan(see assistance; funding; grants)	Agricultural Credit Corporation
loans - livest. -Cap. Loan Prog.(see assistance; funding; grants)	Agricultural Credit Corporation
loans - Livest. Cash Adv. Prog. (see Assistance; funding; grants)	Agricultural Credit Corporation
loans - Livest. Invest. Loan Prog.(see assistance; funding; grants)	Agricultural Credit Corporation
loans - mushroom growing (see also assistance; funding; grants)	Agricultural Credit Corporation
loans - student (Canada) (see also assistance; funding; grants)	Education
loans - student (forgive repymts)(see also assistance;funding;grants)	Education
loans - student (Saskatchewan) (see also assistance; funding; grants)	Education
loans - young entrepreneurs (see assistance; funding; grants)	Saskatchewan Economic Development Corporation
loans - young entrepreneurs (see assistance; funding; grants)	Saskatchewan Economic Development Corporation
Local Government Committee	Saskatchewan Municipal Board
Local Government Election Act	Community Services
local history	Western Development Museum
local housing authorities	Community Services
Local Improvements Act	Community Services
local registry offices	Justice
locally developed courses	Education
long service recognition	Public Service Commission
lotteries licensing	Saskatchewan Gaming Commission
lottery funding - policy development	Community Services
low income families - Family Income Plan	Social Services
low income housing	Community Services
lumber & plywood	Saskatchewan Forest Products Corporation

M

mail (direct, mail order) - information	Education
mail (direct, mail order) - information	Education
mail - mailrooms (see also postal services)	Saskatchewan Property Management Corporation
mail - services, inter-office (see also postal services)	Saskatchewan Property Management Corporation
maintenance enforcement	Justice
major capital products - gen	Agriculture Development Fund Corporation
mapping - Central Survey & Mapping Agency	Saskatchewan Property Management Corporation
mapping - forestry	Natural Resources
mapping - geological (precambrian)	Energy & Mines
mapping - geological (sedimentary)	Energy & Mines
mapping - rural property	Saskatchewan Property Management Corporation
mapping - topographic	Saskatchewan Property Management Corporation
mapping - urban property	Saskatchewan Property Management Corporation
maps & charts - constituency	Office of the Chief Electoral Officer
maps & charts - geological	Energy & Mines
maps & charts - highway/grid road	Economic Development
maps & charts - map drawing office	Rural Development
maps & charts - R.M.	Rural Development
maps & charts - seismic	Energy & Mines
maps - highway	Highways & Transportation
marine transportation	Highways & Transportation
market analysis - agri-food	Agriculture and Food
Market Development Incentive Program	Economic Development
market outlook - crops & livestock	Agriculture and Food
Market Share Quota Program	Milk Control Board
marketing	Agriculture Development Fund Corporation
Marketing Assistance Program/Export	Economic Development
marketing - boards & commission	Agriculture and Food
marriage certificates	Health
marriage commissioners	Justice
marsh - development/management	Natural Resources
Master of titles	Justice
materials evaluation (curriculum)	Education
Meadow Lake Power Station	Saskatchewan Power Corporation
meat processing	Agriculture and Food
mechanics liens - crown leases	Energy & Mines
Media Services	Executive Council
mediation - complaints against businesses	Justice

mediation - debt (personal)	Provincial Mediation Board
mediation - family	Justice
mediation - farm land security	Farm Land Security Board
mediation - farmland	Justice
mediation - foreclosures (personal)	Provincial Mediation Board
mediation - land expropriation	Public & Private Rights
Medical Insurance Services	Health
medical services - bills, unpaid	Health
medical transportation	Health
Medicare	Health
medicine - information	Health
Meech Lake	Executive Council
meeting rooms - Government Buildings	Saskatchewan Property Management Corporation
member loans/co-operatives	Co-operative Securities Board
Mental Health Services - children/youth	Health
mentally incompetent persons	Justice
message service - messenger service	Saskatchewan Property Management Corporation
meter readings - Saskpower	Saskatchewan Power Corporation
Methods, Products & Ideas Housing Grant	Community Services
Metis & Indian Curriculum Program	Education
mileage/other allowances - Saskatchewan Government employees	Public Service Commission
milk and cream quotas	Milk Control Board
milk - production	Agriculture and Food
milk - quality	Agriculture and Food
milk - safety	Agriculture and Food
mineral lease broker	Saskatchewan Securities Commission
minerals - assessment	Energy & Mines
minerals - data	Energy & Mines
minerals - deposits	Energy & Mines
minerals - disposition	Energy & Mines
minerals - exploration	Energy & Mines
minerals - rights/ownership records	Energy & Mines
minerals - rights/tax assessment	Energy & Mines
Minerals/Saskatchewan	Crown Investments Corporation
mines - inspection & monitoring	Environment & Public Safety
mines - pollution control	Environment & Public Safety
mines - safety	Labour
mines - statistics	Energy & Mines
minimum wage	Minimum Wage Board

Mining Development Corporation/Saskatchewan	Crown Investments Corporation
mining - disposition	Energy & Mines
mining - forecast	Energy & Mines
mining - lands	Energy & Mines
mining - open pit	Energy & Mines
mining - records	Energy & Mines
mining - regulations	Energy & Mines
mining - requirements	Energy & Mines
minority language office	Education
minors' property	Justice
misrepresentation/prospectus	Saskatchewan Securities Commission
mixed crops	Agriculture Development Fund Corporation
mobile radio telephones - highway	Highways & Transportation
money management - information	Education
money management - information	Education
mortgage assistance/reduction	Finance
mortgage brokers licenses	Justice
mortgage foreclosures	Provincial Mediation Board
Mortgage Protection Plan	Finance
mortgages (land)	Justice
motor carrier - insurance	Highway Traffic Board
motor carrier operating authority	Highway Traffic Board
motor carrier operating authority	Highways & Transportation
motor carrier permits	Highways & Transportation
motor carrier regulations	Highways & Transportation
motor dealers, license	Justice
Motor Vehicle Insurance Premium Tax	Finance
motor vehicles - licensing	Saskatchewan Government Insurance
motor vehicles - natural gas fueled	Saskatchewan Energy Corporation Holdings
motor vehicles - registration	Saskatchewan Government Insurance
motor vehicles - used - government	Saskatchewan Property Management Corporation
motorcycles - inspections	Saskatchewan Government Insurance
motorcycles - insurance	Saskatchewan Government Insurance
MPI - Methods, Products & Ideas Housing Grant	Community Services
MPR's	Energy & Mines
Multicultural Task Force	Community Services
multiculturalism	Community Services
Municipal Board Act	Community Services
Municipal Boundary Committee	Saskatchewan Municipal Board

Municipal Capital Program	Community Services
municipal debentures	Municipal Financing Corporation
Municipal Debentures Repayment Act	Community Services
Municipal Development and Loan (Saskatchewan) Act	Community Services
Municipal Directory	Community Services
Municipal Economic Development Capital Grant Program	Rural Development
municipal elections	Community Services
municipal employees superannuation	Finance
Municipal Enforcement Assistance Program	Community Services
Municipal Expropriation Act	Community Services
Municipal Financing Corporation/Saskatchewan	Crown Investments Corporation
municipal funding	Community Services
Municipal Improvements Assistance (Saskatchewan) Act	Community Services
Municipal Industrial Development Corporations Act	Community Services
municipal land use	Rural Development
municipal landfills	Environment & Public Safety
Municipal Reference Act	Community Services
Municipal Revenue Sharing Act	Community Services
municipal services - accounting	Rural Development
municipal services - administration	Rural Development
municipal services - advisory services	Community Services
municipal services - advisory services - R.M.'s	Rural Development
municipal services - commission/municipal employees' superann.	Municipal Employees' Superannuation Commission
municipal services - expropriation	Community Services
municipal services - Financing Corporation	Municipal Financing Corporation
municipal services - law	Rural Development
Municipal Services - Northern	Community Services
municipal services - planning appeals committee	Saskatchewan Municipal Board
municipal sewage works	Environment & Public Safety
Municipal Water Assistance Program	Community Services
municipal water works	Environment & Public Safety
museum	Western Development Museum
Museum of Natural History Associates	Community Services
Museums Assistance Program	Community Services
mustard seed, grant	Agriculture and Food
mutual funds	Saskatchewan Securities Commission
Myers Recovery Centre	Health

N

name change	Health
name search - business	Justice
name search - corporation - federal & provincial	Justice
name search - federal (corporations, trade marks, etc.) NUANS	Justice
name search - trademarks	Justice
names of homes registration	Justice
narcotic and control drugs	Health
National Building Code	Community Services
National Fire Code	Community Services
national safety code	Highways & Transportation
national transportation policies	Highways & Transportation
National Tripartite Stabilization Program	Tripartite Beef Administration Board
Native Business Development Program	Indian & Metis Affairs Secretariat
Native Career Development Program	Indian & Metis Affairs Secretariat
Native Career Development Program (NCDP) Northern Division	Education
native communities - RCMP service	Justice
Native Teacher Education Program (SUNTEP)	Education
natural & propane gas inspection	Saskatchewan Power Corporation
natural gas and propane inspections	Saskatchewan Power Corporation
natural gas and propane safety standards and regulations	Saskatchewan Power Corporation
natural gas/heating	Saskatchewan Energy Corporation Holdings
natural gas/transportation of	Saskatchewan Energy Corporation Holdings
natural history resources	Community Services
natural resources/Parks	Natural Resources
NCDP - Native Career Development Program, Northern Division	Education
new well report	Energy & Mines
News Releases/Media Services	Executive Council
Nipawin Hydroelectric station	Saskatchewan Power Corporation
non - utility generation	Saskatchewan Power Corporation
non-food marketing	Agriculture Development Fund Corporation
non-food processing	Agriculture Development Fund Corporation
Non-Government Organizations - grants	Social Services
non-insured services	Health
non-profit & community organization housing	Community Services
non-profit organizations - incorporation/Saskatchewan	Justice
Non-Status Indian & Metis Program (NSIM)	Education
NORTEP - Northern Teacher Education Program	Education
North American Waterfowl Plan	Saskatchewan Wetland Conservation Corporation

North Battleford Youth Centre	Social Services
Northern Affairs Act	Community Services
Northern Air Services	Natural Resources
Northern Capital Grants Program	Community Services
Northern Community Relations	Community Services
Northern Corrections	Justice
Northern Economic Development Task Force	Community Services
northern enterprise fund	Saskatchewan Power Corporation
Northern Hydro	Saskatchewan Power Corporation
Northern Municipal Services	Community Services
Northern Municipalities Act	Community Services
northern - procurement	Saskatchewan Property Management Corporation
Northern Revenue Sharing Program	Community Services
Northern Revolving Loan Fund	Economic Development
Northern Saskatchewan Economic Development Act	Community Services
Northern Sewer and Water Assistance Programs	Community Services
Northern Teacher Education Program (NORTEP)	Education
Northern Training Program (NTP)	Education
notary publics	Justice
NTP - Northern Training Program	Education
nursery	Wascana Centre Authority
nursing homes - special care homes	Health
nursing, Public Health	Health
nutrition - food product information	Agriculture and Food
nutrition - information (see food)	Education
nutrition - information/education/consulting	Health

O

occupational health & film library	Labour
Occupational Health & Safety	Labour
occupational therapy	Health
off target penalties	Energy & Mines
offences - provincial statute	Justice
offences - traffic	Justice
offenders - offenders - rehabilitation (see also penitentiaries)	Justice
offenders - Youth	Social Services
offering memorandum	Saskatchewan Securities Commission
office equipment - new	Saskatchewan Property Management Corporation

office equipment - used	Saskatchewan Property Management Corporation
Office of French Language Coordination	Community Services
Office of the Premier - Saskatoon	Community Services
office space - government buildings	Saskatchewan Property Management Corporation
official administrators - trust companies	Justice
official guardian (Public trustee)	Justice
Official Language Monitor Program	Education
Official Minority Language Office	Education
oil & gas disposition	Energy & Mines
oil & gas - exploration-Park Lands (see petroleum & pet. products)	Natural Resources
oil & gas - Royalty Refund Program (see also petroleum)	Finance
oil spills - regulations	Energy & Mines
oilseeds - crops	Agriculture and Food
OMLO - Official Minority Language Office	Education
on farm demonstrations	Agriculture and Food
operation policy	Saskatchewan Power Corporation
operations & services - provincial buildings	Saskatchewan Property Management Corporation
operations division/Parks	Natural Resources
operators manuals: cars/trucks/tractors/agricultural equipment	Western Development Museum
Opportunities Program/Youth	Labour
oral health education	Health
orderly payment of debts	Provincial Mediation Board
organic crops	Agriculture Development Fund Corporation
organic livestock	Agriculture Development Fund Corporation
organic products	Agriculture and Food
Organized Hamlet Development Grant	Rural Development
ornamental plants	Agriculture Development Fund Corporation
ornamentals	Agriculture and Food
orphan's benefits trustee (Public Trustee)	Justice
other cereals	Agriculture Development Fund Corporation
other oilseeds	Agriculture Development Fund Corporation
Ottawa Office/Executive Council	Executive Council
out of province student transcripts	Education
out-patient services	Sask. Alcohol & Drug Abuse Commission
outfitters licensing	Natural Resources
overweight/overwidth regulations	Highways & Transportation

P

packaging	Agriculture Development Fund Corporation
paleontological resources	Community Services
parcels, delivery - express service	Saskatchewan Transportation Company
parent awareness	Health
parenting - information	Education
parenting - information	Education
pari-mutual wagering	Horse Racing Commission
parimutuel tax	Finance
parking	Wascana Centre Authority
parks	Wascana Centre Authority
parks - correctional camps	Justice
parks - information	Natural Resources
parks - land management	Natural Resources
parks - management	Natural Resources
parks - natural resources	Natural Resources
parks - oil/gas exploration	Natural Resources
parks - operations division	Natural Resources
parks - regulation	Natural Resources
parks - resource protection	Natural Resources
parks - Wanuskewin Heritage Park	Wanuskewin Heritage Park Corporation
participating party	Wascana Centre Authority
patents, trademarks, and copyrights	Saskatchewan Power Corporation
Paul Dojack Youth Centre	Social Services
payment documents	Finance
payment of fines	Justice
PCB disposal	Environment & Public Safety
PCDP (Pesticide Container Disposal Program)	Environment & Public Safety
peat	Energy & Mines
PEBA (Public Employees Benefits Agency)	Finance
Peers helping Peers	Sask. Alcohol & Drug Abuse Commission
Penny Powers programs	Saskatchewan Power Corporation
pensions	Saskatchewan Power Corp Superannuation Commissio
pensions - PEBA	Finance
pensions - private plans, regulations	Labour
pensions - Saskatchewan Pension Plan	Finance
pensions - superannuation/municipal employees	Municipal Employees' Superannuation Commission
performing arts - assistance	Saskatchewan Arts Board
permanent art collection	Saskatchewan Arts Board
permits (see also licensing; certification) - electrical work	Saskatchewan Power Corporation

permits (see also licensing; certification) - gas/inspection	Saskatchewan Power Corporation
permits - blasting (see also licensing; certification)	Energy & Mines
permits - development adjacent to highways (see also licensing)	Highways & Transportation
permits - geophysical operations (see also licensing; certification)	Energy & Mines
permits - highway transport (see also licensing; certification)	Highways & Transportation
permits - liquor/special occasions (see also licensing; certification)	Saskatchewan Liquor Board
permits - overweight/overwidth (see also licensing; certification)	Highways & Transportation
permits - pipelines crossing highways (see also licensing)	Highways & Transportation
permits - sewage/water works (see also licensing; certification)	Environment & Public Safety
permits - transport/trucking (see also licensing; certification)	Highways & Transportation
permits - vehicle registration (see also licensing; certification)	Highways & Transportation
personal bankruptcy	Provincial Mediation Board
personal care homes - licensing	Health
personal care - information (see health, maintenance)	Education
personal care - information (see health, maintenance)	Education
personal property registration	Justice
personalized license plates	Saskatchewan Government Insurance
pest management - agriculture	Agriculture and Food
pesticide application	Wascana Centre Authority
pesticide applicator licensing	Agriculture and Food
Pesticide Container Disposal Program (PCDP)	Environment & Public Safety
petroleum division/Saskatchewan Research Council	Saskatchewan Research Council
petroleum/storage	Environment & Public Safety
pharmacoepidemiology	Health
photo driver license	Saskatchewan Government Insurance
photocopier lease	Saskatchewan Property Management Corporation
photographic library	Saskatchewan Property Management Corporation
Photographic Services	Saskatchewan Property Management Corporation
physical therapy services	Health
physiotherapy/physical therapy	Health
picture drivers license	Saskatchewan Government Insurance
pills	Health
pilot lights	Saskatchewan Energy Corporation Holdings
pipeline transportation	Highways & Transportation
pipelines - permits	Energy & Mines
planer mill operations	Saskatchewan Forest Products Corporation
planning & development/communities	Community Services
Planning & Research Incentive Program	Economic Development
Planning and Development Act, 1983	Community Services

Planning Appeals Committee	Saskatchewan Municipal Board
planning - transportation	Highways & Transportation
plants - disease	Agriculture and Food
plants - pathologist	Agriculture and Food
plaques and markers - heritage	Community Services
plaques, Crown land	Natural Resources
plywood plant	Saskatchewan Forest Products Corporation
pneumatic fever	Health
poachers	Natural Resources
police - Police College/Saskatchewan	Saskatchewan Police Commission
policing - northern administration	Justice
policing - rural areas	Justice
policy - transportation	Highways & Transportation
political parties - Saskatchewan	Office of the Chief Electoral Officer
pollution control - air (see also environment)	Environment & Public Safety
pollution control - land (see also environment)	Environment & Public Safety
pollution control - mines (see also environment)	Environment & Public Safety
pollution control - mining operations (see also environment)	Environment & Public Safety
pollution control - water (see also environment)	Environment & Public Safety
Poplar River Power Station	Saskatchewan Power Corporation
pork - development	Agriculture and Food
pork - production	Agriculture and Food
pork - products	Agriculture and Food
pornography - information	Education
pornography - information	Education
post adoption services	Social Services
Post graduate engineering studies scholarships	Saskatchewan Power Corporation
post secondary & adult education	Education
potash/coal mining	Environment & Public Safety
potash - royalty	Energy & Mines
potash - tax calculations/collections	Energy & Mines
poultry	Agriculture Development Fund Corporation
poverty - information	Education
poverty - information	Education
power and machinery engineering	Agriculture Development Fund Corporation
power plants: monitoring of thermal and hydro electric plants	Saskatchewan Power Corporation
power stations	Saskatchewan Power Corporation
power systems studies	Saskatchewan Power Corporation
Powerwise	Saskatchewan Power Corporation

prairie pothole project	Natural Resources
predator control - livestock management	Natural Resources
prehistoric burials policy	Community Services
Premier's Office - Saskatoon	Community Services
prepaid funerals	Justice
prescription drugs - information	Health
prescription drugs - Plan	Health
prescription drugs - use	Health
press release	Executive Council
pressure surveys - bottom hole	Energy & Mines
pressure surveys - oil/gas	Energy & Mines
pressure vessel test records	Saskatchewan Power Corporation
pressure welding inspector	Environment & Public Safety
price stabilization programs - beef	Tripartite Beef Administration Board
price stabilization programs - honey	Tripartite Beef Administration Board
primary care	Health
Prince Albert Youth Camp	Social Services
print procurement	Saskatchewan Property Management Corporation
Prison Industries (PRISM)	Justice
private adoption	Social Services
private pension plan regulations	Labour
private schools (K-12)	Education
private vocational schools	Education
privatization	Economic Development
probate - grants/administration	Justice
probation - adult services	Justice
probation - volunteer supervision	Justice
probation - young offenders	Social Services
procurement of goods & services	Saskatchewan Property Management Corporation
product promotion	Agriculture Development Fund Corporation
Production Associations Loan Guarantee	Agriculture and Food
Project 2000 - rates & services	Saskatchewan Telecommunications
Project Wild	Natural Resources
propane - bulk storage	Saskatchewan Power Corporation
propane - change to natural gas	Saskatchewan Energy Corporation Holdings
propane - gas distributors - licensing	Environment & Public Safety
prospecting syndicate	Saskatchewan Securities Commission
property acquisition, expropriation, and sales records	Saskatchewan Power Corporation
property - children	Justice

property crime - alternative sentencing	Justice
property - dependent adults	Justice
property - government planning & development	Saskatchewan Property Management Corporation
property services - SEDCO	Saskatchewan Economic Development Corporation
prosecution office	Justice
prospectus	Saskatchewan Securities Commission
Protection of Privacy	Justice
provincial - adoption registry	Social Services
provincial - budget	Finance
Provincial Capital Fund Program Act	Community Services
provincial - comptroller	Finance
provincial correctional centres	Justice
Provincial Court Offices	Justice
provincial - dairy laboratory	Agriculture and Food
provincial - elections	Office of the Chief Electoral Officer
Provincial/Federal Programs - Education	Education
Provincial Gas Ltd./customer service	Saskatchewan Energy Corporation Holdings
Provincial Heritage Organizations	Community Services
provincial - land	Rural Development
Provincial Library	Community Services
provincial - parks	Natural Resources
provincial parks - violations	Natural Resources
provincial - realty/government	Saskatchewan Property Management Corporation
proxies	Saskatchewan Securities Commission
PST	Finance
psychiatric nurses	Health
psychiatrists	Health
Psychoeducational Assessment Clinic - special education	Education
public accounts	Finance
public awareness promotions	Saskatchewan Power Corporation
public company	Saskatchewan Securities Commission
public consultations and attitudes research	Saskatchewan Power Corporation
Public Employees Benefits Agency - insurance	Finance
Public Employees Benefits Agency - pension	Finance
public employees - dental plan	Finance
public employees - disability income plan	Finance
public employees - group life plan	Finance
public employees - superannuation	Finance
public health - inspections	Health

Public Health Levy	Finance
public health - nursing	Health
public hearing files - operating authority	Highway Traffic Board
public housing	Community Services
public involvement/partnerships - information	Women's Secretariat
Public Libraries Act, 1984	Community Services
public prosecutions	Justice
public relations events planning	Saskatchewan Property Management Corporation
public servants - superannuation	Finance
Public Trustee	Justice
public use - Government House	Community Services
publications	Saskatchewan Power Corporation
publications - Acts and regulations	Justice
publications - agriculture (see also individual departments)	Agriculture and Food
publications - education (see also individual departments)	Education
publications - energy & mines (see also individual departments)	Energy & Mines
publications - energy conservation (see also individual departments)	Energy & Mines
publications - environment (see also individual departments)	Environment & Public Safety
publications - health	Health
publications - natural gas	Saskatchewan Energy Corporation Holdings
publications - provincial legislation (see also individual departments)	Justice
publications - Law Reform Commission	Law Reform Commission of Saskatchewan
publishing - information	Education
publishing - information	Education
pulses and bean crops	Agriculture Development Fund Corporation
purchasing agency	Saskatchewan Property Management Corporation
pyramid franchise licenses	Justice

Q

quality engineering reports	Saskatchewan Power Corporation
quarrying - disposition	Energy & Mines
quarrying - regulations	Energy & Mines
quarrying - royalty	Energy & Mines
Quebec/Saskatchewan Exchange Program	Education
Queen Elizabeth Power Station	Saskatchewan Power Corporation
Queen's Printer	Justice

R

R.M. Maps	Rural Development
rabbit farming	Agriculture and Food
rabies - testing	Agriculture and Food
racetracks	Horse Racing Commission
racism	Community Services
radiation - safety (see also atomic energy)	Labour
radon gas	Environment & Public Safety
Rafferty-Alameda - board of inquiry	Souris Basin Development
Rafferty-Alameda - dams	Souris Basin Development
raffles/licensing	Saskatchewan Gaming Commission
rail line abandonment	Highways & Transportation
rail passenger service	Highways & Transportation
rail traffic analysis	Highways & Transportation
rail transportation	Highways & Transportation
railway cars - government	Saskatchewan Grain Car Corporation
railway engineering	Highways & Transportation
railways - costing review	Highways & Transportation
range and pasture	Agriculture Development Fund Corporation
Rangesite Benchmark Program	Rural Development
rat control	Rural Development
rates and market analysis	Saskatchewan Power Corporation
rates and service classifications	Saskatchewan Power Corporation
rates - Project 2000	Saskatchewan Telecommunications
re-gravel	Rural Development
real estate acquisitions	Saskatchewan Power Corporation
real estate assessment	Saskatchewan Power Corporation
real estate - government offices	Saskatchewan Property Management Corporation
rebates - business tax	Community Services
rebates - farmers/fuel tax	Finance
records - management	Saskatchewan Property Management Corporation
records - students	Education
records - teachers	Education
recovery homes	Health
recovery homes	Sask. Alcohol & Drug Abuse Commission
recreation	Community Services
recreation association development	Community Services
recreation/fitness for seniors grants	Community Services
recreational fisheries	Natural Resources

recreational organizations - financial assistance	Community Services
recreational program	Community Services
recycling - directory	Environment & Public Safety
recycling - information (see conservation)	Education
recycling - information (see conversation)	Education
recycling - waste exchange guide	Environment & Public Safety
reforestation	Natural Resources
refunds - sales tax	Finance
Regina Provincial Correctional Centre	Justice
Regina Rail Relocation	Community Services
regional colleges	Education
regional education offices	Education
regional parks - financial/technical assistance	Natural Resources
regional services - hospital	Health
registrar in bankruptcy	Justice
Registrar of Co-operatives	Justice
registrar of courts (Surrogate Crt, Queen's Bench, Court of Appeal)	Justice
Registrar of Credit Unions	Justice
registration - brands	Agriculture and Food
registration - business names	Justice
registration - co-operatives	Justice
registration - credit unions	Justice
registration - land	Justice
registration - motor vehicles	Saskatchewan Government Insurance
registration - names of homes/farms/ranches	Justice
registration - out-of-province businesses in Saskatchewan	Justice
registration - out-of-province non-profit corporations	Justice
registration - personal property	Justice
registration/stock brokers	Saskatchewan Securities Commission
registration/investments	Saskatchewan Securities Commission
regulations - bottle/can returns	Environment & Public Safety
regulations - drafting/publication/sale to public	Justice
regulations - milk production/sale/distribution	Milk Control Board
regulations - oil shale	Energy & Mines
regulations - petroleum & natural gas	Energy & Mines
regulations - pool boundaries	Energy & Mines
regulations - vehicle/driver safety	Highways & Transportation
regulations - vehicle weight/dimensions	Highways & Transportation
rehabilitation programs - in patients	Health

rehabilitation programs - in-patient	Sask. Alcohol & Drug Abuse Commission
rehabilitation programs - recovery homes	Health
rehabilitation programs - recovery homes	Sask. Alcohol & Drug Abuse Commission
Rehabilitation - Vocational Rehabilitation for Disabled Persons	Social Services
relations - federal/provincial	Executive Council
relations - intergovernmental	Executive Council
reliability and maintainability reports	Saskatchewan Power Corporation
remedies/investments	Saskatchewan Securities Commission
rent appeal	Rent Appeal Commission
rent - information (residential)	Office of the Rentalsman
rent - review	Office of the Rentalsman
rent - security deposits (residential)	Office of the Rentalsman
rental information (residential)	Office of the Rentalsman
Rentalsman, landlord/tenant information	Office of the Rentalsman
repayment of debt - personal	Provincial Mediation Board
reporting issuer	Saskatchewan Securities Commission
research & development - agriculture	Agriculture and Food
research & development housing grant	Community Services
research and testing	Saskatchewan Power Corporation
research - transportation	Highways & Transportation
reserve a campsite	Natural Resources
reserves - natural gas	Energy & Mines
reserves - oil	Energy & Mines
reservoir maps	Energy & Mines
reservoirs - development areas	Saskatchewan Water Corporation
Resident Artist Program	Community Services
residential recovery homes	Health
residential recovery homes	Sask. Alcohol & Drug Abuse Commission
residential services - approved private-service homes	Social Services
residential services - group homes	Social Services
residential services - supported apartment living	Social Services
residential services - supportive living	Social Services
Residential Tenancies Act	Office of the Rentalsman
Resource Centre - sport, recreation, arts & heritage	Community Services
resource data/Forestry	Natural Resources
resource lands	Natural Resources
resource prediction records	Saskatchewan Power Corporation
resource protection/parks	Natural Resources
respite care program	Health

restitution program	Justice
restoration	Western Development Museum
restricted licenses	Highway Traffic Board
retirement/planning - information	Education
retirement/planning - information	Education
returning officers	Office of the Chief Electoral Officer
revenue sharing - northern	Community Services
revenue sharing - urban	Community Services
revolving loan fund	Economic Development
river conservation	Meewasin Valley Authority
road abandonments	Highways & Transportation
road accidents, municipal	Rural Development
road ambulance	Health
road closures	Highways & Transportation
road conditions	Highways & Transportation
road signs	Highways & Transportation
road tests - drivers	Saskatchewan Government Insurance
road transportation - complaints	Highways & Transportation
roads - construction & maintenance	Rural Development
roads - restrictions	Highways & Transportation
roads, rural - design	Rural Development
roads, rural - field engineering services	Rural Development
roads, rural - system planning	Rural Development
roads - travel information	Highways & Transportation
roadside management - highway	Highways & Transportation
round table on environment & economy	Environment & Public Safety
route and site design	Saskatchewan Power Corporation
royalties - compensatory billing	Energy & Mines
royalties - crown	Energy & Mines
royalties - holiday wells	Energy & Mines
royalties - natural gas	Energy & Mines
Rural Capital Grant Program	Rural Development
rural municipalities - channel clearing assistance	Saskatchewan Water Corporation
rural municipalities - creek clearing assistance	Saskatchewan Water Corporation
rural service centres	Rural Development
Rural Traffic Safety Program	Rural Development
rural transportation	Rural Development

S

SADAC - Saskatchewan Alcohol & Drug Abuse Commission	Sask. Alcohol & Drug Abuse Commission
Safe Grad	Education
safety - automobile/child restraint - information	Education
safety - automobile/child restraint - information	Education
safety - child - information	Education
safety - child - information	Education
safety - health inspections/workplace (see also health & safety)	Labour
safety - home/consumer - information	Education
safety - home/consumer - information	Education
safety - human	Agriculture Development Fund Corporation
safety net - farms	Saskatchewan Crop Insurance Corporation
safety policies	Saskatchewan Power Corporation
safety - resource materials	Education
safety - resource materials	Education
safety standards & regulations - amusement rides	Environment & Public Safety
safety standards & regulations - electrical	Saskatchewan Power Corporation
safety standards & regulations - elevators	Environment & Public Safety
safety standards & regulations - gas equipment/installation	Environment & Public Safety
safety standards & regulations - natural & propane gas	Saskatchewan Power Corporation
safety standards & regulations - traffic program/rural	Rural Development
safety standards & regulations - vehicles/standards & inspection	Saskatchewan Government Insurance
safety - work - information	Education
Safety programs for 4-H and school groups	Saskatchewan Power Corporation
SAIL - Saskatchewan Aids to Independent Living	Health
sale of goods agreement	Justice
sales & salvage - government surplus	Saskatchewan Property Management Corporation
sales - consumer goods - information	Education
sales - consumer goods - information	Education
sales, direct - licensing	Justice
sales tax - exemption forms - other provinces	Finance
sales tax - provincial	Finance
sales tax - vendor's licence	Finance
sand & gravel - leases	Energy & Mines
Sask Economic Review	Finance
Saskatchewan Aids to Independent Living (SAIL)	Health
Saskatchewan Ambassador	Economic Development
Saskatchewan Assistance Municipal Levy	Finance
Saskatchewan Assistance Plan	Social Services

Saskatchewan Building and Accessibility Standards Appeal Board	Community Services
Saskatchewan Community Builds Program	Community Services
Saskatchewan Computer Utility Corporation	Crown Investments Corporation
Saskatchewan Development Fund Corporation	Crown Investments Corporation
Saskatchewan Farm Security Act - land ownership	Saskatchewan Farm Ownership Board
Saskatchewan Flat Tax	Finance
Saskatchewan Flat Tax - remissions	Finance
Saskatchewan Games	Community Services
Saskatchewan Gazette	Justice
Saskatchewan Government Growth Fund	Saskatchewan Economic Development Corporation
Saskatchewan Government Insurance Salvage	Saskatchewan Government Insurance
Saskatchewan Health Research Fund	Health
Saskatchewan Hearing Aid Plan (SHAP)	Health
Saskatchewan Heritage Conservation Committee	Community Services
Saskatchewan Heritage Foundation Act	Community Services
Saskatchewan historical records	Saskatchewan Archives Board
Saskatchewan Hospital - North Battleford (SHNB)	Health
Saskatchewan House	Economic Development
Saskatchewan Housing Corporation Act	Community Services
Saskatchewan Income Plan	Seniors' Secretariat
Saskatchewan Indian Agricultural Program (SIAP)	Rural Development
Saskatchewan Institute of Applied Science & Technology (SIAST)	Education
Saskatchewan investment projects	Economic Development
Saskatchewan Land Surveyors Act	Community Services
Saskatchewan Legal Aid offices	Saskatchewan Legal Aid Commission
Saskatchewan Library Board	Community Services
Saskatchewan Literacy Campaign	Education
Saskatchewan Mining Development Corporation	Crown Investments Corporation
Saskatchewan Multicultural Advisory Council	Community Services
Saskatchewan Municipal Board/Saskatchewan	Saskatchewan Municipal Board
Saskatchewan Museum of Natural History	Community Services
Saskatchewan North American Waterfowl Plan Corp.	Saskatchewan Wetland Conservation Corporation
Saskatchewan Northwest Territories Boundary Act, 1966	Community Services
Saskatchewan PALS Program	Education
Saskatchewan Pension Plan	Finance
Saskatchewan Provincial Court	Justice
Saskatchewan/Quebec Exchange Program	Education
Saskatchewan Rangesite Benchmark Program	Rural Development
Saskatchewan Round Table on Environment & Economy	Environment & Public Safety

Saskatchewan Skills Extension Program (SSEP)	Saskatchewan Economic Development Corporation
Saskatchewan Stock Savings Plan	Finance
Saskatchewan Student Loans	Education
Saskatchewan Supplement	Seniors' Secretariat
Saskatchewan Tax Incentive	Finance
Saskatchewan Trade Office	Economic Development
Saskatchewan Urban Native Teacher Education Program (SUNTEP)	Education
Saskatchewan made goods	Wascana Centre Authority
SaskEnergy/customer service	Saskatchewan Energy Corporation Holdings
SaskEnergy - fueling inquires	Saskatchewan Energy Corporation Holdings
Saskpower - meter readings	Saskatchewan Power Corporation
Saskpower- bonds	Saskatchewan Power Corporation
SaskTel - bonds	Saskatchewan Telecommunications
SaskTel - International	Saskatchewan Telecommunications
Save Our Soils Program (SOS)	Agriculture and Food
savings certifications/co-operatives	Co-operative Securities Board
savings plan - Saskatchewan stock	Finance
sawmill operations	Saskatchewan Forest Products Corporation
scenic drive	Wascana Centre Authority
scholarship plan	Saskatchewan Securities Commission
Scholarships	Saskatchewan Power Corporation
school buses - driver training program	Education
school buses - inspection/commercial and	Saskatchewan Government Insurance
school buses - license	Saskatchewan Government Insurance
school buses - permits for mechanics	Saskatchewan Government Insurance
schools - correspondence	Education
schools - facilities planning	Education
schools - independent	Education
schools - of the arts	Saskatchewan Arts Board
schools - operating grants	Education
schools - private vocational	Education
schools - telecasts	Education
SCN - Saskatchewan Communications Network	Saskatchewan Communications Network
scouts tree seedling distribution program	Saskatchewan Power Corporation
seat belt exemption forms	Saskatchewan Government Insurance
seat belt exemptions	Highways & Transportation
seat belts safety	Saskatchewan Government Insurance
securities	Saskatchewan Securities Commission
security deposits - tenants	Office of the Rentalsman

security notices	Energy & Mines
security services - government buildings	Saskatchewan Property Management Corporation
security studies and investigations	Saskatchewan Power Corporation
SEDCO - Saskatchewan Economic Development Corporation	Saskatchewan Economic Development Corporation
Sedimentary Geodata Branch	Energy & Mines
seed capital	Saskatchewan Securities Commission
self-government - Indian/Metis	Indian & Metis Affairs Secretariat
Senior Citizens Ambulance Assistance Program	Health
senior citizens - enriched housing	Community Services
senior citizens - fitness	Community Services
senior citizens - games	Community Services
senior citizens - general information	Seniors' Secretariat
senior citizens - grants	Seniors' Secretariat
senior citizens - Grants for Senior Citizens' Services	Seniors' Secretariat
Senior Citizens Heritage Grant	Seniors' Secretariat
senior citizens - Heritage Program	Seniors' Secretariat
senior citizens - programs	Seniors' Secretariat
senior citizens - Saskatchewan Income Plan	Seniors' Secretariat
senior citizens - subsidized housing	Community Services
Senior Citizens' Home Repair Assistance Act, 1984	Community Services
Senior Citizens' Provincial Council	Seniors' Secretariat
seniors' transportation grants	Community Services
sentencing alternatives	Justice
service recognition	Public Service Commission
sewage lagoons, permits	Environment & Public Safety
sewer & water rates/appeals or approvals	Saskatchewan Municipal Board
sewer - municipal assistance - financial	Community Services
sewer - northern municipal operation/training assistance	Saskatchewan Water Corporation
sewer - northern municipal water assistance	Saskatchewan Water Corporation
sewer - northern new facilities assistance	Saskatchewan Water Corporation
sewer - technical assistance for towns	Saskatchewan Water Corporation
sexual abuse - information	Social Services
sexuality - information	Social Services
Sexually Transmitted Diseases (STD)	Health
SGI	Saskatchewan Government Insurance
Shand Power Station	Saskatchewan Power Corporation
Shand Valley program	Economic Development
Shand Valley student grant	Economic Development
sheep and goats	Agriculture Development Fund Corporation

Sheriff's Office	Justice
shopping trends - information	Education
shopping trends - information	Education
SIAP - Saskatchewan Indian Agricultural Program	Rural Development
SIAST - Saskatchewan Institute of Applied Science & Technology	Education
signs adjacent to highways	Highways & Transportation
silviculture - industrial reforestation programs	Natural Resources
silviculture - insect/disease identification	Natural Resources
skill training & apprenticeship	Education
small business & business - loans & investments	Saskatchewan Economic Development Corporation
small business & business - loans & investments	Saskatchewan Economic Development Corporation
small business & business - loans, young entrepreneurs	Saskatchewan Economic Development Corporation
small business & business - loans, young entrepreneurs	Saskatchewan Economic Development Corporation
small business & business - name registration	Justice
small business & business - regist./out-of-province bus. in Sask	Justice
small business & business - resource centre services	Economic Development
Small Business Investment Program	Economic Development
small business loans associations	Saskatchewan Economic Development Corporation
Small Claims Court	Justice
Smokey The Bear	Natural Resources
social assistance, health cards	Health
Social Assistance Plan (SAP)	Social Services
social assistance/social security/income security - information	Education
social assistance/social security/income security - information	Education
society,enviro.& energy devel.studies(SEEDS) workshop-teachers	Saskatchewan Power Corporation
sodium sulphate	Energy & Mines
soil and water engineering	Agriculture Development Fund Corporation
soil conserv., erosion control	Agriculture Development Fund Corporation
soil conservation - conservation practices	Agriculture and Food
soil conservation - provincial specialist	Agriculture and Food
soil fertility	Agriculture Development Fund Corporation
soil problems (acid., salinity)	Agriculture Development Fund Corporation
soil survey & classification	Agriculture Development Fund Corporation
soil tillage	Agriculture Development Fund Corporation
soils & crops agrologist	Rural Development
solar & wind-powered livestock watering system	Saskatchewan Power Corporation
SOS - Save Our Soils Program	Agriculture and Food
sound recording	Community Services
Special Care Homes Program	Health

special crops	Agriculture Development Fund Corporation
special education - curriculum	Education
special education - field services	Education
special education - funding	Education
Special Incentive Program	Education
special needs adoption	Social Services
special purpose housing - group homes and special care homes	Community Services
specialty crop growing	Agriculture and Food
speech & language pathology	Health
speed limits	Highways & Transportation
Spill Report Centre	Environment & Public Safety
SPMC - Saskatchewan Prop. Mgmt Corp Corporation	Saskatchewan Property Management Corporation
sporting activities	Wascana Centre Authority
sports - amateur	Community Services
sports - certification	Community Services
sports - fishing information	Natural Resources
sports - information	Community Services
sports organizations - financial assistance	Community Services
sports/recreation - see leisure	Community Services
sports - training	Community Services
Spring Seeding Program	Agricultural Credit Corporation
SSEP - Saskatchewan Skills Extension Program	Education
staff development - PSC employees	Public Service Commission
staking requirements	Energy & Mines
statistics - agriculture	Agriculture and Food
statistics - Bureau of	Finance
statistics - occupational health & safety programs	Labour
statistics - oil & gas production	Energy & Mines
statistics - petroleum/production/disposition	Energy & Mines
status of women - provincial government	Women's Secretariat
statutes - drafting/publication/sale to public	Justice
statutory grant	Wascana Centre Authority
statutory holidays - general public	Labour
statutory holidays - government employees	Public Service Commission
stock exchange	Saskatchewan Securities Commission
Stock Savings Plan/Saskatchewan	Finance
stock savings tax credit	Finance
stocking program/fish	Natural Resources
stockyards	Agriculture and Food

storage tanks, fuel & industrial chemicals	Environment & Public Safety
store hours	Community Services
streetlighting	Saskatchewan Power Corporation
stress - family related - information	Education
stress - family related - information	Education
structural and stress analysis	Saskatchewan Power Corporation
structures and environment	Agriculture Development Fund Corporation
student development & career education	Education
student exchanges - Canadian studies	Education
student exchanges - French program	Education
student leadership conferences	Saskatchewan Power Corporation
student retention	Education
students - employment (see also youth)	Labour
students - fellowship program (see also youth)	Education
students - financial assistance (see also youth)	Education
students - Loans, Canada (see also youth)	Education
students - loans, forgivable/repayment (see also youth)	Education
students - loans, Saskatchewan (see also youth)	Education
students - out-of-province evaluation (see also youth)	Education
students - records (see also youth)	Education
students - transportation (see also youth)	Education
subdivision applications	Community Services
subdivision review	Rural Development
subdivisions, Northern communities	Community Services
subdivisions, urban communities	Community Services
subsidized housing	Community Services
subsidy for daycare	Social Services
subsurface lab	Energy & Mines
Success Power Station	Saskatchewan Power Corporation
suicide - information	Social Services
Summer Language Bursary Program	Education
Sunday shopping	Community Services
SUNTEP - Saskatchewan Urban Native Teacher Education Program	Education
superannuation - anti TB	Finance
superannuation - judges of provincial court	Finance
superannuation - liquor board	Finance
superannuation - members of Legislative Assembly	Finance
superannuation - municipal employees	Finance
superannuation - Municipal Employees Commission	Municipal Employees' Superannuation Commission

superannuation - public employees/public service	Finance
superannuation - Saskatchewan Transportation Company	Finance
superannuation - teachers/commission	Teachers' Superannuation Commission
superannuation - Workers Compensation Board	Finance
Superintendent of Insurance	Justice
Superintendent of Pensions	Labour
Supervising Justice of the Peace	Justice
supervision - electronic bracelet	Justice
supervision - offenders	Justice
supplementary health benefits	Health
supplementary health cards	Health
Supply Agency	Saskatchewan Property Management Corporation
surcharges, driver's licenses	Saskatchewan Government Insurance
surface water	Agriculture Development Fund Corporation
survey and mapping	Saskatchewan Power Corporation
survey - Central Survey & Mapping Agency	Saskatchewan Property Management Corporation
survey - Chief Surveyor	Justice
survey - economic	Agriculture Development Fund Corporation
survey - information	Saskatchewan Property Management Corporation
swimming	Wascana Centre Authority
swine	Agriculture Development Fund Corporation
swine - design	Agriculture and Food

T

TAIS (Traffic Accident Information System)	Highways & Transportation
take-over bids	Saskatchewan Securities Commission
tax - arrears/mediation (see also income tax; taxation)	Provincial Mediation Board
tax collector - licence	Finance
tax credits - venture capital	Economic Development
tax - E & H (see also income tax; taxation)	Finance
tax - enforcement (see also income tax; taxation)	Provincial Mediation Board
Tax Enforcement Act	Community Services
tax - exemptions (see also income tax; taxation)	Finance
tax - freehold (see also income tax; taxation)	Energy & Mines
tax - gas (see also income tax; taxation)	Energy & Mines
tax incentive	Finance
tax - liens (see also income tax; taxation)	Provincial Mediation Board
tax - policy (see also income tax; taxation)	Finance

tax - provincial sales (see also income tax; taxation)	Finance
tax rates	Finance
tax - rebates for business (see also income tax; taxation)	Community Services
tax rulings	Finance
tax - Saskatchewan Flat (see also income tax; taxation)	Finance
taxation - information	Education
taxation - information	Education
taxpayer audit	Finance
Teacher & Board Services	Education
Teacher's Superannuation	Education
teachers - records	Education
teachers - services	Education
Technical Institutes (SIAST)	Education
Teen and Young Parent Program	Social Services
Telebonds	Saskatchewan Telecommunications
Telecommunications/Saskatchewan (SaskTel)	Saskatchewan Telecommunications
telemarketing - information (see marketing)	Education
telemarketing - information (see marketing)	Education
telephones	Saskatchewan Telecommunications
teletheatres	Horse Racing Commission
tenants/landlords information/disputes	Office of the Rentalsman
tenants rights	Office of the Rentalsman
tenders - government	Saskatchewan Property Management Corporation
tenders - government supplies	Saskatchewan Property Management Corporation
tenders - highway	Highways & Transportation
test drilling assistance - water well	Saskatchewan Water Corporation
textbook orders	Education
threatened & endangered species	Natural Resources
threshing show	Western Development Museum
Throne Speech	Executive Council
timber - supply	Natural Resources
Time Act	Community Services
time change	Community Services
time change	Office of the Chief Electoral Officer
time zones	Community Services
TIP - Turn in Poachers	Natural Resources
tobacco - tax	Finance
tourism - business development (see also tourists, tours)	Economic Development
tourism - communication services (see also tourists, tours)	Economic Development

tourism - destination development (see also tourists, tours)	Economic Development
tourism - development (see also tourists, tours)	Economic Development
tourism - feasibility studies (see also tourists, tours)	Economic Development
tourism - financial assistance (see also tourists, tours)	Economic Development
tourism - funding (see also tourists, tours)	Economic Development
tourism funding - community	Economic Development
tourism funding - development	Economic Development
Tourism Industry Incentive Program	Economic Development
tourism - information (see also tourists, tours)	Economic Development
tourism - Marketplace Program (see also tourists, tours)	Economic Development
tourism - non-profit incentives (see also tourists, tours)	Economic Development
tourism - planning/research (see also tourists, tours)	Economic Development
tourism - products/marketing & packaging (see also tourists, tours)	Economic Development
tourism - promotion & marketing (see also tourists, tours)	Economic Development
tourist attractions - development incentive	Economic Development
tours - building	Wascana Centre Authority
tours - fish culture station	Natural Resources
tours/special events	Western Development Museum
toxic materials - spill report centre	Environment & Public Safety
toxicology - testing	Health
toxicology - unit/industrial chemicals	Labour
toys - information (see Children and Play)	Education
toys - information (see Children and Play)	Education
trade	Saskatchewan Securities Commission
Trade & Apprenticeship	Saskatchewan Economic Development Corporation
trade & investment shows	Economic Development
trade - Export Marketing Assistance Program	Economic Development
trade - information & promotion	Economic Development
trade - offices/Saskatchewan	Economic Development
trade shows and informational displays	Saskatchewan Power Corporation
trademark(s)/search	Justice
trademarks, copyrights and patents	Saskatchewan Power Corporation
traffic - accident information system (TAIS)	Highways & Transportation
traffic bylaws - municipal	Highway Traffic Board
traffic - control devices/highway	Highways & Transportation
Traffic Safety Court	Justice
traffic - safety data	Highways & Transportation
traffic - safety program	Saskatchewan Government Insurance
traffic - violations	Justice

traffic - violations (records)	Saskatchewan Government Insurance
traffic - volumes	Highways & Transportation
training - building inspectors	Community Services
training centres - financial assistance	Community Services
training - corrections workers (see also education; employment)	Justice
training courses (Sale of Training Courses Act/licenses)	Justice
training - farm management (see also education; employment)	Agriculture and Food
training placement programs	New Careers Corporation
training - school bus drivers (see also education; employment)	Education
training - water/sewage works operators(see also education)	Environment & Public Safety
transcripts - high school marks	Education
transfers (land)	Justice
TransGas	Saskatchewan Energy Corporation Holdings
Transit for the Disabled Assistance Program	Community Services
translation coordination for Government	Community Services
transmission and distribution - electrical	Saskatchewan Power Corporation
transportation - charter buses	Saskatchewan Transportation Company
transportation - dangerous goods	Highways & Transportation
transportation - express/freight	Saskatchewan Transportation Company
transportation - extra-provincial legislation & regulation	Highways & Transportation
transportation - intergovernmental transportation relations	Highways & Transportation
transportation - investigations	Highways & Transportation
transportation - natural gas	Saskatchewan Energy Corporation Holdings
transportation - patrol	Highways & Transportation
transportation - permits	Highways & Transportation
transportation - policies/services	Highways & Transportation
transportation - services	Saskatchewan Property Management Corporation
transportation - students	Education
transportation - systems design	Highways & Transportation
transportation technology development	Highways & Transportation
transportation - ticket/schedules	Saskatchewan Transportation Company
trapping - education	Natural Resources
trapping - regulations	Natural Resources
travel - information	Education
travel - information	Education
travel - planning assistance	Economic Development
travel shows - consumer & group	Economic Development
Treasury Board Branch	Finance
treatment centre - alcohol/drugs	Health

treatment centre - alcohol/drugs	Sask. Alcohol & Drug Abuse Commission
treaty issues	Indian & Metis Affairs Secretariat
treaty land entitlement	Indian & Metis Affairs Secretariat
trees - disease information	Agriculture and Food
trees - reforestation	Natural Resources
truck equipment technology development	Highways & Transportation
trust & loan companies licensing	Justice
trust certificates	Energy & Mines
trust fund/administration	Justice
tuberculosis control	Health
Turn In Poachers (TIP)	Natural Resources

U

underwriter	Saskatchewan Securities Commission
Unified Family Court - Saskatoon	Justice
Uniform Building and Accessibility Standards Act	Community Services
Universities - funding	Education
unpaid medical bills/benefits	Health
uranium - marketing	Energy & Mines
uranium - milling/mining	Environment & Public Safety
uranium - royalty	Energy & Mines
Urban Administration Development Program	Community Services
urban law & education	Community Services
Urban Loan Assistance Program	Community Services
Urban Municipal Administrators Act	Community Services
Urban Municipality Act, 1984	Community Services
urban officials	Community Services
urban park	Wascana Centre Authority
Urban Parks Program	Community Services
Urban Revenue Sharing Program	Community Services
urban transportation	Highways & Transportation
utilization of electricity reports	Saskatchewan Power Corporation

V

Valley View Centre	Social Services
vegetable crops	Agriculture and Food
vegetables	Agriculture Development Fund Corporation

vehicle investigations	Highways & Transportation
vehicle registrations	Highways & Transportation
vehicle specifications	Highways & Transportation
vehicles - damage	Saskatchewan Government Insurance
vehicles - parts for sale	Saskatchewan Government Insurance
vehicles - sale - salvage	Saskatchewan Government Insurance
vehicles - standards & inspection	Saskatchewan Government Insurance
vehicles - used - government	Saskatchewan Property Management Corporation
venture capital - program	Economic Development
venture capital - tax credit	Economic Development
veterinary services - companion animals	Agriculture and Food
veterinary services - livestock	Agriculture and Food
veterinary services - poultry	Agriculture and Food
victims of crime - compensation for	Crimes Compensation Board
victims - probation and restitution assessment reports	Justice
violations in provincial parks	Natural Resources
visitor services/parks	Natural Resources
visual arts/assistance	Saskatchewan Arts Board
visual identity	Saskatchewan Property Management Corporation
vocational rehabilitation	Social Services
Vocational Rehabilitation for Disabled Persons (V.R.D.P.)	Social Services
Vocational Rehabilitation for Disabled Persons (VRDP)	Education
vocational rehabilitation - worker's compensation	Workers' Compensation Board
vocational schools - private	Education
vocational services - activity centres/programs	Social Services
vocational services - sheltered workshops	Social Services
voluntary fine payments	Justice
volunteer development	Community Services
volunteer recognition	Community Services
volunteers	Community Services
volunteers in probation	Justice
voting procedures	Office of the Chief Electoral Officer
VRDP - Vocational Rehabilitation for Disabled Persons	Education

W

wages & working conditions - government employees	Public Service Commission
wages & working conditions - public	Labour
wards, ward system	Community Services
warehouse chemical storage	Environment & Public Safety

warranties - agricultural implements	Justice
warranties - consumer products	Justice
waste - recycling	Environment & Public Safety
waste - transportation	Environment & Public Safety
water - algae control	Environment & Public Safety
water and sewage works operators - education	Environment & Public Safety
water control projects - assistance	Saskatchewan Water Corporation
water - data	Environment & Public Safety
water - drainage complaints	Saskatchewan Water Corporation
water - drainage works - technical assistance	Saskatchewan Water Corporation
water - drainage works/technical assistance/complaints	Saskatchewan Water Corporation
water - evaluation of test results	Environment & Public Safety
water - industrial water use charges	Saskatchewan Water Corporation
water - insect control	Environment & Public Safety
water - irrigation grants	Saskatchewan Water Corporation
water - livestock watering grant	Saskatchewan Power Corporation
water - Major Channel Program - channel improvements	Saskatchewan Water Corporation
water - Major Channel Program - vol. purchase of damaged land	Saskatchewan Water Corporation
water management - river basin plans	Saskatchewan Water Corporation
water - northern municipal operation/training assistance	Saskatchewan Water Corporation
water - northern municipal water assistance	Saskatchewan Water Corporation
water - northern new facilities financial assistance	Saskatchewan Water Corporation
water - quality monitoring	Environment & Public Safety
water related projects - assistance/approvals to construct and operate	Saskatchewan Water Corporation
water - sampling/testing	Health
water supply - forecast centre/monitoring	Saskatchewan Water Corporation
water supply - project construction & operation	Saskatchewan Water Corporation
water supply - utility	Saskatchewan Water Corporation
water - technical assistance for towns	Saskatchewan Water Corporation
water treatment - on-farm water quality	Saskatchewan Water Corporation
water - water & sewer rates/approval or appeals	Saskatchewan Municipal Board
water wells - abandonment	Saskatchewan Water Corporation
water wells - drillers license	Saskatchewan Water Corporation
water wells - technical assistance/groundwater records	Saskatchewan Water Corporation
Waterfowl & Wetland Habitat Conservation Program	Saskatchewan Wetland Conservation Corporation
waterfowl crop damage	Natural Resources
waterfowl park	Wascana Centre Authority
watering grant: livestock	Saskatchewan Power Corporation
Waterloo Hydroelectric Station	Saskatchewan Power Corporation

waterworks/municipal assistance - financial	Community Services
weed control	Agriculture Development Fund Corporation
weed control - crops	Agriculture and Food
weigh scales	Highways & Transportation
weights - overweight/overwidth regulations	Highways & Transportation
welding test centre	Environment & Public Safety
welfare - health benefits	Health
welfare - social assistance	Social Services
well cores & samples	Energy & Mines
Wellington Hydroelectric Station	Saskatchewan Power Corporation
wells - abandonment	Energy & Mines
wells - assignment	Energy & Mines
wells - completion	Energy & Mines
wells - disposals	Energy & Mines
wells - flowing shot-hole	Energy & Mines
wells - licenses	Energy & Mines
wells - names	Energy & Mines
wells - off target	Energy & Mines
wells - oil & gas	Energy & Mines
wells - production/operations	Energy & Mines
wells - spacing	Energy & Mines
wells - transfer	Energy & Mines
wells - water damages	Energy & Mines
Western Canada Lottery Agreement	Community Services
Western Canada Summer Games	Community Services
Western Development Museum Act	Community Services
Western Development Museums	Community Services
wheat	Agriculture Development Fund Corporation
wheelchair ramps (residential)	Community Services
White Paper - economic position	Finance
Whitespruce Youth Treatment Centre	Health
Whitespruce Youth Treatment Centre	Sask. Alcohol & Drug Abuse Commission
wild rice crops	Agriculture and Food
wildlife	Wascana Centre Authority
Wildlife Art Program	Natural Resources
wildlife - crop damage	Natural Resources
Wildlife Development Fund	Natural Resources
wills - information	Education
wills - information	Education

wills/probating	Justice
winning with beef	Agriculture and Food
women - information (see gender equality)	Women's Secretariat
women - issues	Women's Secretariat
women - programs	Women's Secretariat
woodcutting permits	Natural Resources
work & family - information	Women's Secretariat
work injury - Workers' Compensation	Workers' Compensation Board
Worker's Advocate	Labour
workers' compensation - appeals	Labour
workers' compensation - appeals	Workers' Compensation Board
workers' compensation - assessments	Workers' Compensation Board
workers' compensation - claims	Workers' Compensation Board
workers' compensation vocational rehabilitation	Workers' Compensation Board
working conditions - government employees	Public Service Commission
working conditions - public	Labour
workover program	Energy & Mines
workplace - safety	Labour
writs of delivery	Justice
writs of execution	Justice
writs of possession	Justice
writs of replevin	Justice
written drivers test	Saskatchewan Government Insurance

Y

Yarrow Youth Farm	Social Services
Young Entrepreneurs Program	Saskatchewan Economic Development Corporation
young offenders - community services	Social Services
young offenders - court	Justice
Young Offenders' Program	Social Services
youth - as consumers - information	Education
youth - as consumers - information	Education
youth facilities - Dales House	Social Services
youth facilities - Kenosee Youth Camp	Social Services
youth facilities - Kilburn Hall	Social Services
youth facilities - North Battleford Youth Centre	Social Services
youth facilities - Paul Dojack Youth Centre	Social Services
youth facilities - Prince Albert Youth Residence	Social Services

youth facilities - Yarrow Youth Farm	Social Services
youth - information	Education
youth - information	Education
Youth - mental health	Health
youth - probation	Social Services
youth programs	Saskatchewan Power Corporation
youth services/Opportunities Program	Labour
youth treatment centre/alcohol & drug abuse	Sask. Alcohol & Drug Abuse Commission

Z

zone sport development	Community Services
zone sports - financial assistance	Community Services
zoning bylaws (rural)	Rural Development
zoning bylaws (urban)	Community Services

THE FREEDOM OF INFORMATION
AND
PROTECTION OF PRIVACY ACT

PART I
Short Title, Interpretation and Application

Short title 1 This Act may be cited as *The Freedom of Information and Protection of Privacy Act*.

Interpretation 2(1) In this Act:

"applicant" (a) "applicant" means a person who makes an application for access to a record pursuant to section 6;

"commissioner" (b) "commissioner" means the Information and Privacy Commissioner appointed pursuant to Part VI;

"fiscal year" (c) "fiscal year" means the period commencing on April 1 in one year and ending on March 31 in the following year;

"government institution" (d) "government institution" means, subject to subsection (2):

- (i) the office of Executive Council or any department, secretariat or other similar agency of the executive government of Saskatchewan; or
- (ii) any prescribed board, commission, Crown corporation or other body, or any prescribed portion of a board, commission, Crown corporation or other body, whose members or directors are appointed, in whole or in part:
  - (A) by the Lieutenant Governor in Council;
  - (B) by a member of the Executive Council; or
  - (C) in the case of:
    - (I) a board, commission or other body, by a Crown corporation; or
    - (II) a Crown corporation, by another Crown corporation;

"head" (e) "head" means:

- (i) in the case of an agency mentioned in subclause (d)(i), the member of the Executive Council responsible for the administration of the agency; and
- (ii) in the case of a board, commission, Crown corporation or body mentioned in subclause (d)(ii), the prescribed person;

"minister" (f) "minister" means the member of the Executive Council to whom for the time being the administration of this Act is assigned;

"personal information" (g) "personal information" means personal information within the meaning of section 24;

"prescribed" (h) "prescribed" means prescribed in the regulations;

"record" (i) "record" means a record of information in any form and includes information that is written, photographed, recorded or stored in any manner, but does not include computer programs or other mechanisms that produce records;

"third party" (j) "third party" means a person, including an unincorporated entity, other than an applicant or a government institution.

(2) "Government institution" does not include:

(a) a corporation the share capital of which is owned in whole or in part by a person other than the Government of Saskatchewan or an agency of it;

(b) the Legislative Assembly Office or offices of members of the Assembly or members of the Executive Council; or

(c) the Court of Appeal, Her Majesty's Court of Queen's Bench for Saskatchewan, the Unified Family Court for Saskatchewan, the Surrogate Court for Saskatchewan or the Provincial Court of Saskatchewan.

Application 3(1) This Act does not apply to:

(a) published material or material that is available for purchase by the public;

(b) material that is a matter of public record; or

(c) material that is placed in the custody of The Saskatchewan Archives Board by or on behalf of persons or organizations other than government institutions.

(2) This Act binds the Crown.

Existing rights preserved 4 This Act:

(a) complements and does not replace existing procedures for access to government information or records;

(b) does not in any way limit access to the type of government information or records that is normally available to the public;

(c) does not limit the information otherwise available by law to a party to litigation;

(d) does not affect the power of any court or tribunal to compel a witness to testify or to compel the production of documents;

(e) does not prohibit the transfer, storage or destruction of any record in accordance with any other Act or any regulation;

(f) does not prevent access to a registry operated by a government institution where access to the registry is normally allowed to the public.

PART II
Access to Records

Right of access

5 Subject to this Act and the regulations, every person has a right to and, on an application made in accordance with this Part, shall be permitted access to records that are in the possession or under the control of a government institution.

Application

6(1) An applicant shall:
(a) make the application in the prescribed form to the government institution in which the record containing the information is kept; and
(b) specify the subject matter of the record requested with sufficient particularity as to time, place and event to enable an individual familiar with the subject matter to identify the record.

(2) Subject to subsection (4) and subsection 11(3), an application is deemed to be made when the application is received by the government institution to which it is directed.

(3) Where the head is unable to identify the record requested, the head shall advise the applicant, and shall invite the applicant to supply additional details that might lead to identification of the record.

(4) Where additional details are invited to be supplied pursuant to subsection (3), the application is deemed to be made when the record is identified.

Response required

7(1) Where an application is made pursuant to this Act for access to a record, the head of the government institution to which the application is made shall:
(a) consider the application and give written notice to the applicant of the head's decision with respect to the application in accordance with subsection (2); or
(b) transfer the application to another government institution in accordance with section 11.

(2) The head shall give written notice to the applicant within 30 days after the application is made:
(a) stating that access to the record or part of it will be given on payment of the prescribed fee and setting out the place where, or manner in which, access will be available;
(b) if the record requested is published, referring the applicant to the publication;
(c) if the record is to be published within 90 days, informing the applicant of that fact and of the approximate date of publication;
(d) stating that access is refused, setting out the reason for the refusal and identifying the specific provision of this Act on which the refusal is based;
(e) stating that access is refused for the reason that the record does not exist; or
(f) stating that confirmation or denial of the existence of the record is refused pursuant to subsection (4).

(3) A notice given pursuant to subsection (2) is to state that the applicant may request a review by the commissioner within one year after the notice is given.

(4) Where an application is made with respect to a record that is exempt from access pursuant to this Act, the head may refuse to confirm or deny that the record exists or ever did exist.

(5) A head who fails to give notice pursuant to subsection (2) is deemed to have given notice, on the last day of the period set out in that subsection, of a decision to refuse to give access to the record.

Severability

8 Where a record contains information to which an applicant is refused access, the head shall give access to as much of the record as can reasonably be severed without disclosing the information to which the applicant is refused access.

Fee

9(1) An applicant who is given notice pursuant to clause 7(2)(a) is entitled to obtain access to the record on payment of the prescribed fee.

(2) Where the amount of fees to be paid by an applicant for access to records is greater than a prescribed amount, the head shall give the applicant a reasonable estimate of the amount, and the applicant shall not be required to pay an amount greater than the estimated amount.

(3) Where an estimate is provided pursuant to subsection (2), the time within which the head is required to

give written notice to the applicant pursuant to subsection 7(2) is suspended until the applicant notifies the head that the applicant wishes to proceed with the application.

(4) Where an estimate is provided pursuant to subsection (2), the head may require the applicant to pay a deposit of an amount that does not exceed one-half of the estimated amount before a search is commenced for the records for which access is sought.

(5) Where a prescribed circumstance exists, the head may waive payment of all or any part of the prescribed fee.

Manner of access

10(1) Where an applicant is entitled to access pursuant to subsection 9(1), the head shall provide the applicant with access to the record in accordance with this section.

(2) A head may give access to a record:
(a) by providing the applicant with a copy of the record; or
(b) where it is not reasonable to reproduce the record, by giving the applicant an opportunity to examine the record.

(3) A head may give access to a record that is a microfilm, film, sound recording, machine-readable record or other record of information stored by electronic means:
(a) by permitting the applicant to examine a transcript of the record;
(b) by providing the applicant with a copy of the transcript of the record; or
(c) in the case of a record produced for visual or aural reception, by permitting the applicant to view or hear the record or by providing the applicant with a copy of it.

Transfer of application

11(1) Where the head of the government institution to which an application is made considers that another government institution has a greater interest in the record, the head:
(a) may, within 15 days after the application is made, transfer the application and, if necessary, the record to the other government institution; and
(b) if a record is transferred pursuant to clause (a), shall give written notice of the transfer and the date of the transfer to the applicant.

(2) For the purposes of this section, a government institution has a greater interest in a record if:
(a) the record was originally prepared in or for the government institution; or
(b) the government institution was the first government institution to obtain the record or a copy of the record.

(3) For the purposes of section 7, an application that is transferred pursuant to subsection (1) is deemed to have been made to the government institution on the day of the transfer.

Extension of time

12(1) The head of a government institution may extend the period set out in section 7 or 11 for a reasonable period not exceeding 30 days:
(a) where:
    (i) the application is for access to a large number of records or necessitates a search through a large number of records; or
    (ii) there is a large number of requests;
and completing the work within the original period would unreasonably interfere with the operations of the government institution;
(b) where consultations that are necessary to comply with the application cannot reasonably be completed within the original period; or
(c) where a third party notice is required to be given pursuant to subsection 34(1).

(2) A head who extends a period pursuant to subsection (1) shall give notice of the extension to the applicant within 30 days after the application is made.

(3) Within the period of extension, the head shall give written notice to the applicant in accordance with section 7.

PART III
Exemptions

Records from

13(1) A head shall refuse to give other governments access to information contained in a record that was obtained in confidence, implicitly or explicitly, from:
(a) the Government of Canada or its agencies, Crown corporations or other institutions;
(b) the government of another province or territory of Canada, or its agencies, Crown corporations or other

institutions;
(c) the government of a foreign jurisdiction or its institutions; or
(d) an international organization of states or its institutions;
unless the government or institution from which the information was obtained consents to the disclosure or makes the information public.

(2) A head may refuse to give access to information contained in a record that was obtained in confidence, implicitly or explicitly, from a local authority as defined in the regulations.

Information injurious to intergovernmental relations or national defence

14 A head may refuse to give access to a record, the release of which could reasonably be expected to prejudice, interfere with or adversely affect:
(a) relations between the Government of Saskatchewan and another government; or
(b) the defence or security of Canada or of any foreign state allied or associated with Canada.

Law enforcement and investigations

15(1) A head may refuse to give access to a record, the release of which could:
(a) prejudice, interfere with or adversely affect the detection, investigation, prevention or prosecution of an offence or the security of a centre of lawful detention;
(b) be injurious to the enforcement of:
  (i) an Act or a regulation; or
  (ii) an Act of the Parliament of Canada or a regulation made pursuant to an Act of the Parliament of Canada;
(c) interfere with a lawful investigation or disclose information with respect to a lawful investigation;
(d) be injurious to the Government of Saskatchewan or a government institution in the conduct of existing or anticipated legal proceedings;
(e) reveal investigative techniques or procedures currently in use or likely to be used;
(f) disclose the identity of a confidential source of information or disclose information furnished by that source with respect to a lawful investigation or a law enforcement matter;
(g) deprive a person of a fair trial or impartial adjudication;
(h) facilitate the escape from custody of an individual who is under lawful detention;
(i) reveal law enforcement intelligence information;
(j) facilitate the commission of an offence or tend to impede the detection of an offence;
(k) interfere with a law enforcement matter or disclose information respecting a law enforcement matter;
(l) reveal technical information relating to weapons or potential weapons; or
(m) reveal the security arrangements of particular vehicles, buildings or other structures or systems, including computer or communication systems, or methods employed to protect those vehicles, buildings, structures or systems.

(2) Subsection (1) does not apply to a record that:
(a) provides a general outline of the structure or programs of a law enforcement agency; or
(b) reports, by means of statistical analysis or otherwise, on the degree of success achieved in a law enforcement program.

Cabinet documents

16(1) A head shall refuse to give access to a record that discloses a confidence of the Executive Council, including:
(a) records created to present advice, proposals, recommendations, analyses or policy options to the Executive Council or any of its committees;
(b) agendas or minutes of the Executive Council or any of its committees, or records that record deliberations or decisions of the Executive Council or any of its committees;
(c) records of consultations among members of the Executive Council on matters that relate to the making of government decisions or the formulation of government policy, or records that reflect those consultations;
(d) records that contain briefings to members of the Executive Council in relation to matters that:
  (i) are before, or are proposed to be brought before, the Executive Council or any of its committees; or
  (ii) are the subject of consultations described in clause (c).

(2) Subject to section 30, a head shall not refuse to give access pursuant to subsection (1) to a record where:
(a) the record has been in existence for more than 25 years; or
(b) consent to access is given by:
  (i) the President of the Executive Council for which, or

with respect to which, the record has been prepared; or
(ii) in the absence or inability to act of the President, by the next senior member of the Executive Council who is present and able to act.

Advice from officials

17(1) Subject to subsection (2), a head may refuse to give access to a record that could reasonably be expected to disclose:
(a) advice, proposals, recommendations, analyses or policy options developed by or for a government institution or a member of the Executive Council;
(b) consultations or deliberations involving:
(i) officers or employees of a government institution;
(ii) a member of the Executive Council; or
(iii) the staff of a member of the Executive Council;
(c) positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations by or on behalf of the Government of Saskatchewan or a government institution, or considerations that relate to those negotiations;
(d) plans that relate to the management of personnel or the administration of a government institution and that have not yet been implemented;
(e) contents of draft legislation or subordinate legislation;
(f) agendas or minutes of:
(i) a board, commission, Crown Corporation or other body that is a government institution; or
(ii) a prescribed committee of a government institution mentioned in subclause (i); or
(g) information, including the proposed plans, policies or projects of a government institution, the disclosure of which could reasonably be expected to result in disclosure of a pending policy or budgetary decision.

(2) This section does not apply to a record that:
(a) has been in existence for more than 25 years;
(b) is an official record that contains a statement of the reasons for a decision that is made in the exercise of a discretionary power or an adjudicative function;
(c) is the result of product or environmental testing carried out by or for a government institution, unless the testing was conducted:
(i) as a service to a person, a group of persons or an organization other than a government institution, and for a fee; or
(ii) as preliminary or experimental tests for the purpose of:
(A) developing methods of testing; or
(B) testing products for possible purchase;
(d) is a statistical survey;
(e) is the result of background research of a scientific or technical nature undertaken in connection with the formulation of a policy proposal; or
(f) is:
(i) an instruction or guide-line issued to the officers or employees of a government institution; or
(ii) a substantive rule or statement of policy that has been adopted by a government institution for the purpose of interpreting an Act or regulation or administering a program or activity of a government institution.

(3) A head may refuse to give access to any report, statement, memorandum, recommendation, document, information, data or record, within the meaning of section 35.1 of *The Saskatchewan Evidence Act*, that, pursuant to that section, is not admissible as evidence in any legal proceeding.

Economic and other interests

18(1) A head may refuse to give access to a record that could reasonably be expected to disclose:
(a) trade secrets;
(b) financial, commercial, scientific, technical or other information:
(i) in which the Government of Saskatchewan or a government institution has a proprietary interest or a right of use; and
(ii) that has monetary value or is reasonably likely to have monetary value;
(c) scientific or technical information obtained through research by an employee of a government institution, the disclosure of which could reasonably be expected to deprive the employee of priority of publication;
(d) information, the disclosure of which could reasonably be expected to interfere with contractual or other negotiations of the Government of

Saskatchewan or a government institution;
(e) positions, plans, procedures, criteria or instructions developed for the purpose of contractual or other negotiations by or on behalf of the Government of Saskatchewan or a government institution, or considerations that relate to those negotiations;
(f) information, the disclosure of which could reasonably be expected to prejudice the economic interest of the Government of Saskatchewan or a government institution;
(g) information, the disclosure of which could reasonably be expected to be injurious to the ability of the Government of Saskatchewan to manage the economy of Saskatchewan; or
(h) information, the disclosure of which could reasonably be expected to result in an undue benefit or loss to a person.

(2) A head shall not refuse, pursuant to subsection (1), to give access to a record that contains the results of product or environmental testing carried out by or for a government institution, unless the testing was conducted:
(a) as a service to a person, a group of persons or an organization other than a government institution, and for a fee; or
(b) as preliminary or experimental tests for the purpose of:
  (i) developing methods of testing; or
  (ii) testing products for possible purchase.

Third party information

19(1) Subject to Part V and this section, a head shall refuse to give access to a record that contains:
(a) trade secrets of a third party;
(b) financial, commercial, scientific, technical or labour relations information that is supplied in confidence, implicitly or explicitly, to a government institution by a third party;
(c) information, the disclosure of which could reasonably be expected to:
  (i) result in financial loss or gain to;
  (ii) prejudice the competitive position of; or
  (iii) interfere with the contractual or other negotiations of;
a third party;
(d) a statement of a financial account relating to a third party with respect to the provision of routine services from a government institution;
(e) a statement of financial assistance provided to a third party by a prescribed Crown corporation that is a government institution; or
(f) information supplied by a third party to support an application for financial assistance mentioned in clause (e).

(2) A head may give access to a record that contains information described in subsection (1) with the written consent of the third party to whom the information relates.

(3) Subject to Part V, a head may give access to a record that contains information described in subsection (1) if:
(a) disclosure of that information could reasonably be expected to be in the public interest as it relates to public health, public safety or protection of the environment; and
(b) the public interest in disclosure could reasonably be expected to clearly outweigh in importance any:
  (i) financial loss or gain to;
  (ii) prejudice to the competitive position of; or
  (iii) interference with contractual or other negotiations of;
a third party.

Testing procedures, tests and audits

20 A head may refuse to give access to a record that contains information relating to:
(a) testing or auditing procedures or techniques; or
(b) details of specific tests to be given or audits to be conducted;
if disclosure could reasonably be expected to prejudice the use or results of particular tests or audits.

Danger to health or safety

21 A head may refuse to give access to a record if the disclosure could threaten the safety or the physical or mental health of an individual.

Solicitor-client privilege

22 A head may refuse to give access to a record that:
(a) contains information that is subject to solicitor-client privilege;
(b) was prepared by or for an agent of the Attorney General for Saskatchewan or legal counsel for a government institution in relation to a matter involving the provision of advice or other services by the agent or legal counsel; or
(c) contains correspondence between

an agent of the Attorney General for Saskatchewan or legal counsel for a government institution and any other person in relation to a matter involving the provision of advice or other services by the agent or legal counsel.

Confidentiality provisions in other enactments

23(1) Where a provision of:
(a) any other Act; or
(b) a regulation made pursuant to any other Act;
that restricts or prohibits access by any person to a record or information in the possession or under the control of a government institution conflicts with this Act or the regulations made pursuant to it, the provisions of this Act and the regulations made pursuant to it shall prevail.

(2) Subject to subsection (3), subsection (1) applies notwithstanding any provision in the other Act or regulation that states that the provision is to apply notwithstanding any other Act or law.

(3) Subsection (1) does not apply to:
(a) *The Adoption Act;*
(b) section 13 of *The Archives Act;*
(c) section 74 of *The Child and Family Services Act;*
(d) section 7 of *The Criminal Injuries Compensation Act;*
(e) section 12 of *The Enforcement of Maintenance Orders Act;*
(f) section 38 of *The Mental Health Services Act;*
(g) section 13 of *The Proceedings against the Crown Act;*
(h) sections 15 and 84 of *The Securities Act, 1988;*
(i) section 94 of *The Vehicle Administration Act;*
(j) subsection 10(6) of *The Vital Statistics Act;*
(k) sections 171 to 171.2 of *The Workers' Compensation Act, 1979;*
(l) any prescribed Act or prescribed provisions of an Act; or
(m) any prescribed regulation or prescribed provisions of a regulation;
and the provisions mentioned in clauses (a) to (m) shall prevail.

PART IV
Protection of Privacy

Interpretation, "personal Information"

24(1) Subject to subsection (2),personal information" means personal information about an identifiable individual that is recorded in any form, and includes:
(a) information that relates to the race, creed, religion, colour, sex, family status or marital status, disability, age, nationality, ancestry or place of origin of the individual;
(b) information that relates to the education or the criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
(c) information that relates to health care that has been received by the individual or to the health history of the individual;
(d) any identifying number, symbol or other particular assigned to the individual;
(e) the home or business address, home or business telephone number, fingerprints or blood type of the individual;
(f) the personal opinions or views of the individual except where they are about another individual;
(g) correspondence sent to a government institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to the correspondence that would reveal the content of the original correspondence, except where the correspondence contains the views or opinions of the individual with respect to another individual;
(h) the views or opinions of another individual with respect to the individual;
(i) information that was obtained on a tax return or gathered for the purpose of collecting a tax;
(j) information that describes an individual's finances, assets, liabilities, net worth, bank balance, financial history or activities or credit worthiness; or
(k) the name of the individual here:
  (i) it appears with other personal information that relates to the individual; or
  (ii) the disclosure of the name itself would reveal personal information about the individual.

(2) "Personal information" does not include information that discloses:
(a) the classification, salary, discretionary benefits or employment responsibilities of an individual who is or was an officer or employee of a government institution or a member of the staff of a member of the Executive Council;
(b) the salary or benefits of a legislative secretary or a member of the Executive Council;

(c) the personal opinions or views of an individual employed by a government institution given in the course of employment, other than personal opinions or views with respect to another individual;
(d) financial or other details of a contract for personal services;
(e) details of a licence, permit or other similar discretionary benefit granted to an individual by a government institution;
(f) details of a discretionary benefit of a financial nature granted to an individual by a government institution;
(g) expenses incurred by an individual travelling at the expense of a government institution.

(3) Notwithstanding clauses (2)(e) and (f), "personal information" includes information that:
(a) is supplied by an individual to support an application for a discretionary benefit; and
(b) is personal information within the meaning of subsection (1).

Purpose of information

25 No government institution shall collect personal information unless the information is collected for a purpose that relates to an existing or proposed program or activity of the government institution.

Manner of collection

26(1) A government institution shall, where reasonably practicable, collect personal information directly from the individual to whom it relates, except where:
(a) the individual authorizes collection by other methods;
(b) the information is information that may be disclosed to the government institution pursuant to subsection 29(2);
(c) the information:
  (i) is collected in the course of, or pertains to, law enforcement activities, including the detection, investigation, prevention or prosecution of an offence and the enforcement of:
    (A) an Act or a regulation; or
    (B) an Act of the Parliament of Canada or a regulation made pursuant to an Act of the Parliament of Canada; or
  (ii) pertains to:
    (A) the history, release or supervision of persons in custody, on parole or on probation; or
    (B) the security of correctional institutions;
(d) the information is collected for the purpose of commencing or conducting a proceeding or possible proceeding before a court or tribunal;
(e) the information is collected, and is necessary, for the purpose of:
  (i) determining the eligibility of an individual to:
    (A) participate in a program of; or
    (B) receive a product or service from;
  the Government of Saskatchewan or a government institution, in the course of processing an application made by or on behalf of the individual to whom the information relates; or
  (ii) verifying the eligibility of an individual who is participating in a program of or receiving a product or service from the Government of Saskatchewan or a government institution;
(f) the information is collected for the purpose of:
  (i) management;
  (ii) audit; or
  (iii) administration of personnel;
of the Government of Saskatchewan or one or more government institutions;
(g) the commissioner has, pursuant to clause 33(c), authorized collection of the information in a manner other than directly from the individual to whom it relates; or
(h) another manner of collection is authorized pursuant to another Act or a regulation.

(2) A government institution that collects personal information that is required by subsection (1) to be collected directly from an individual shall inform the individual of the purpose for which the information is collected unless the information is exempted by the regulations from the application of this subsection.

(3) Subsections (1) and (2) do not apply where compliance with them might result in the collection of inaccurate information or defeat the purpose or prejudice the use for which the information is collected.

Standard of accuracy

27 A government institution shall ensure that personal information being used by the government institution for an administrative purpose is as accurate and complete as is reasonably possible.

Use of personal information

28 No government institution shall use personal information under its control without the consent, given in the prescribed manner, of the individual to whom the information relates, except:

(a) for the purpose for which the information was obtained or compiled, or for a use that is consistent with that purpose; or

(b) for a purpose for which the information may be disclosed to the government institution pursuant to subsection 29(2).

Disclosure of personal information

29(1) No government institution shall disclose personal information in its possession or under its control without the consent, given in the prescribed manner, of the individual to whom the information relates except in accordance with this section or section 30.

(2) Subject to any other Act or regulation, personal information in the possession or under the control of a government institution may be disclosed:

(a) for the purpose for which the information was obtained or compiled by the government institution or for a use that is consistent with that purpose;

(b) for the purpose of complying with:

  (i) a subpoena or warrant issued or order made by a court, person or body that has the authority to compel the production of information; or

  (ii) rules of court that relate to the production of information;

(c) to the Attorney General for Saskatchewan or to his or her agent or legal counsel for use in providing legal services;

(d) to legal counsel for a government institution for use in providing legal services to the government institution;

(e) for the purpose of enforcing any legal right that the Government of Saskatchewan or a government institution has against any individual;

(f) for the purpose of locating an individual in order to:

  (i) collect a debt owing to Her Majesty in right of Saskatchewan or to a government institution by that individual; or

  (ii) make a payment owing to that individual by Her Majesty in right of Saskatchewan or by a government institution;

(g) to a prescribed law enforcement agency or a prescribed investigative body:

  (i) on the request of the law enforcement agency or investigative body;

  (ii) for the purpose of enforcing a law of Canada or a province or territory or carrying out a lawful investigation; and

  (iii) if any prescribed requirements are met;

(h) pursuant to an agreement or arrangement between the Government of Saskatchewan or a government institution and:

  (i) the Government of Canada or its agencies, Crown corporations or other institutions;

  (ii) the government of another province or territory of Canada, or its agencies, Crown corporations or other institutions;

  (iii) the government of a foreign jurisdiction or its institutions;

  (iv) an international organization of states or its institutions; or

  (v) a local authority as defined in the regulations;

for the purpose of administering or enforcing any law or carrying out a lawful investigation;

(i) for the purpose of complying with:

  (i) an Act or a regulation;

  (ii) an Act of the Parliament of Canada or a regulation made pursuant to an Act of the Parliament of Canada; or

  (iii) a treaty, agreement or arrangement made pursuant to an Act or an Act of the Parliament of Canada;

(j) where disclosure is by a law enforcement agency:

  (i) to a law enforcement agency in Canada; or

  (ii) to a law enforcement agency in a foreign country;

pursuant to an arrangement, a written agreement or treaty or to legislative authority;

(k) to any person or body for research or statistical purposes if the head:

  (i) is satisfied that the purpose for which the information is to be disclosed is not contrary to the public interest and cannot reasonably be accomplished unless the information is provided in a form that would identify the individual to whom it relates; and

  (ii) obtains from the person or body a written agreement not to make a subsequent disclosure of the information in a form that could reasonably be expected to identify the individual to whom it relates;

(l) for the purpose of:
  (i) management;
  (ii) audit; or
  (iii) administration of personnel;
of the Government of Saskatchewan or one or more government institutions;

(m) where necessary to protect the mental or physical health or safety of any individual;

(n) in compassionate circumstances, to facilitate contact with the next of kin or a friend of an individual who is injured, ill or deceased;

(o) for any purpose where, in the opinion of the head:
  (i) the public interest in disclosure clearly outweighs any invasion of privacy that could result from the disclosure; or
  (ii) disclosure would clearly benefit the individual to whom the information relates;

(p) where the information is publicly available;

(q) to the office of the Provincial Auditor, or to any other prescribed person or body, for audit purposes;

(r) to the Ombudsman;

(s) to the commissioner;

(t) for any purpose in accordance with any Act or regulation that authorizes disclosure; or

(u) as prescribed in the regulations.

(3) A government institution that is a telephone utility may disclose names, addresses and telephone numbers in accordance with customary practices.

(4) Subject to any other Act or regulation, the Provincial Archivist may release personal information that is in the possession or under the control of The Saskatchewan Archives Board where, in the opinion of the Provincial Archivist, the release would not constitute an unreasonable invasion of privacy.

Personal information of deceased individual

30(1) Subject to subsection (2) and to any other Act, the personal information of a deceased individual shall not be disclosed until 25 years after the death of the individual.

(2) Where, in the opinion of the head, disclosure of the personal information of a deceased individual to the individual's next of kin would not constitute an unreasonable invasion of privacy, the head may disclose that personal information before 25 years have elapsed after the individual's death.

Individual's access to personal information

31(1) Subject to Part III and subsection (2), an individual whose personal information is contained in a record in the possession or under the control of a government institution has a right to, and:
(a) on an application made in accordance with Part II; and
(b) on giving sufficient proof of his or her identity;
shall be given access to the record.

(2) A head may refuse to disclose to an individual personal information that is evaluative or opinion material compiled solely for the purpose of determining the individual's suitability, eligibility or qualifications for employment or for the awarding of government contracts and other benefits, where the information is provided explicitly or implicitly in confidence.

Right of correction

32(1) An individual who is given access to a record that contains personal information with respect to himself or herself is entitled:
(a) to request correction of the personal information contained in the record if the person believes that there is an error or omission in it; or
(b) to require that a notation be made that a correction was requested but not made.

(2) Within 30 days after a request pursuant to clause (1)(a) is received, the head shall advise the individual in writing that:
(a) the correction has been made; or
(b) a notation pursuant to clause (1)(b) has been made.

(3) Section 12 applies, with any necessary modification, to the extension of the period set out in subsection (2).

Privacy powers of commissioner

33 The commissioner may:
(a) offer comment on the implications for privacy protection of proposed legislative schemes or government programs;
(b) after hearing the head, recommend that a government institution:
  (i) cease or modify a specified practice of collecting, using or disclosing information that contravenes this Act; and
  (ii) destroy collections of

personal information that is collected in contravention of this Act;

(c) in appropriate circumstances, authorize the collection of personal information in a manner other than directly from the individual to whom it relates;

(d) from time to time, carry out investigations with respect to personal information in the possession or under the control of government institutions to ensure compliance with this Part.

PART V
Third Party Intervention

Notice to third party

34(1) Where a head intends to give access to a record that the head has reason to believe may contain:

(a) information described in subsection 19(1) that affects the interest of a third party; or

(b) personal information that may be disclosed pursuant to clause 29(2)(o) and that relates to a third party;

and, in the opinion of the head, the third party can reasonably be located, the head shall give written notice to the third party in accordance with subsection (2).

(2) The notice mentioned in subsection (1):

(a) is to include:
  (i) a statement that:
    (A) an application for access to a record described in subsection (1) has been made; and
    (B) the head intends to give access to the record or to part of it;
  (ii) a description of the record that the head has reason to believe may contain:
    (A) information described in subsection 19(1) that affects the interest of the third party; or
    (B) personal information that may be disclosed pursuant to clause 29(2)(o) and that relates to the third party; and
  (iii) a statement that the third party may, within 20 days after the notice is given, make representations to the head as to why access to the record or part of the record should not be given; and

(b) subject to subsection (3), is to be given within 30 days after the application is made.

(3) Section 12 applies, with any necessary modification, to the extension of the period set out in clause (2)(b).

(4) Where, in the opinion of the head, it is not reasonable to provide a notice to a third party pursuant to subsection (1), the head may dispense with the giving of notice.

Waiver of notice

35(1) A third party to whom a notice is required to be given pursuant to subsection 34(1) may waive the requirement for notice.

(2) A third party who consents to the giving of access to a record containing information described in subsection 34(1) is deemed to have waived the requirement for notice.

Right to make representations

36(1) A third party who is given notice pursuant to subsection 34(1):

(a) is entitled to make representations to the head as to why access to the record or part of the record should not be given; and

(b) within 20 days after the notice is given, shall be given the opportunity to make those representations.

(2) Representations made by a third party pursuant to clause (1)(b) shall be made in writing unless the head waives that requirement, in which case they may be made orally.

Decision

37(1) After a third party has been given an opportunity to make representations pursuant to clause 36(1)(b), the head shall, within 30 days after the notice is given:

(a) decide whether or not to give access to the record or part of the record; and

(b) give written notice of the decision to the third party and the applicant.

(2) A notice given pursuant to clause (1)(b) is to include:

(a) a statement that the third party and applicant are entitled to request a review pursuant to section 49 within 20 days after the notice is given; and

(b) in the case of a decision to give access, a statement that the applicant will be given access to the record or to the part of it specified unless, within 20 days after the notice is given, the third party requests a review pursuant to section 49.

(3) Where, pursuant to clause (1)(a), the head decides to give access to the record or a specified part of it, the head shall give the applicant access to the record or the specified part unless, within 20 days after a notice is given pursuant to clause (1)(b), a third party requests a review pursuant to section 49.

(4) A head who fails to give notice pursuant to clause (1)(b) is deemed to have given notice, on the last day of the period set out in subsection (1), of a decision to refuse to give access to the record.

PART VI
Information and Privacy Commissioner

Commissioner

38(1) The Lieutenant Governor in Council, on the recommendation of the Assembly, shall appoint an Information and Privacy Commissioner.

(2) The commissioner is an officer of the Legislature.

(3) Subject to sections 39 and 40, the commissioner holds office for a term of five years from the day of appointment and may be re-appointed for one additional term of five years.

(4) The commissioner may at any time resign the office by giving written notice:
(a) to the Speaker of the Assembly; or
(b) if there is no Speaker or if the Speaker is absent from Saskatchewan, to the President of the Executive Council.

Removal and suspension

39(1) On a resolution of the Assembly, the Lieutenant Governor in Council shall:
(a) remove the commissioner from office; or
(b) suspend the commissioner;
in accordance with the resolution.

(2) Where the commissioner is suspended pursuant to subsection (1) the Lieutenant Governor in Council, on the recommendation of the Assembly, shall appoint an acting commissioner to hold office until:
(a) the suspension is revoked by the Assembly; or
(b) the commissioner is removed from office by the Assembly pursuant to subsection (1) and a person is appointed as commissioner pursuant to section 38.

Suspension when Legislature not in session

40(1) Where the Legislature is not in session, the Lieutenant Governor in Council may suspend the commissioner for:
(a) incapacity to act;
(b) neglect of duty; or
(c) misconduct;
that is proved to the satisfaction of the Lieutenant Governor in Council.

(2) No suspension imposed pursuant to subsection (1) continues past the end of the next session of the Legislature.

(3) Where the office of the commissioner is vacant or the commissioner is suspended pursuant to subsection (1), the Lieutenant Governor in Council shall appoint an acting commissioner to hold office until:
(a) a person is appointed as commissioner pursuant to section 38;
(b) the suspension is revoked by the Assembly; or
(c) the commissioner is removed from office by the Assembly pursuant to subsection 39(1) and a person is appointed as commissioner pursuant to section 38.

Salary

41 The commissioner is entitled to be paid:
(a) a salary to be fixed by the Lieutenant Governor in Council; and
(b) an allowance for travelling and other expenses incurred in the performance of the duties of the commissioner at a rate approved by the Lieutenant Governor in Council.

Application of certain Acts to commissioner

42(1) Subject to subsection (2), *The Public Service Act* does not apply to the commissioner.

(2) *The Public Service Superannuation Act* and section 54 of *The Public Service Act* apply to the commissioner.

Staff

43(1) The staff of the commissioner consists of the persons that are required for the proper administration of this Act.

(2) *The Public Service Act* and *The Public Service Superannuation Act* apply to the members of the staff of the commissioner.

Oath or affirmation

44(1) Before entering on the duties of office, the commissioner shall take and subscribe the prescribed oath or affirmation before the Speaker of the Assembly or the Clerk of the Assembly.

(2) Before entering on the duties of office, every member of the staff of the commissioner shall take and subscribe the prescribed oath or affirmation before the commissioner.

General powers of commissioner

45 The commissioner may:
(a) engage in or commission research into matters affecting the carrying out of the purposes of this Act;
(b) conduct public education programs and provide information concerning this Act and the commissioner's role and activities;
(c) receive representations concerning the operation of this Act.

Confidentiality

46(1) The commissioner shall not disclose any information that comes to the knowledge of the commissioner in the exercise of the powers, performance of the duties or carrying out of the functions of the commissioner pursuant to this Act.

(2) Subsection (1) applies, with any necessary modification, to the staff of the commissioner.

(3) Notwithstanding subsection (1), the commissioner may disclose:
(a) in the course of a review pursuant to section 49, any matter that the commissioner considers necessary to disclose to facilitate the review; and
(b) in a report prepared pursuant o this Act, any matter that the commissioner considers necessary to disclose to establish grounds for the findings and recommendations in the report.

(4) When making a disclosure pursuant to subsection (3), the commissioner shall take every reasonable precaution to avoid disclosure, and shall not disclose:
(a) any information or other material if the nature of the information or material could justify a refusal by a head to give access to a record or part of a record; or
(b) any information as to whether a record exists if the head, in refusing to give access, does not indicate whether the record exists.

(5) Notwithstanding subsection (1), the commissioner may disclose to the Attorney General for Saskatchewan or the Attorney General of Canada information that relates to the commission of an offence against:
(a) an Act or a regulation; or
(b) an Act of the Parliament of Canada or a regulation made pursuant to an Act of the Parliament of Canada;
by an officer or employee of a government institution if, in the opinion of the commissioner, there is evidence of the commission of the offence.

Non-compellability

47(1) The commissioner is not compellable to give evidence in a court or in a proceeding of a judicial nature concerning any information that comes to the knowledge of the commissioner in the exercise of the powers, performance of the duties or carrying out of the functions of the commissioner pursuant to this Act.

(2) Subsection (1) applies, with any necessary modification, to the staff of the commissioner.

PART VII
Review and Appeal

Interpretation of part, "court"

48 In this Part, "court" means Her Majesty's Court of Queen's Bench for Saskatchewan.

Application for review

49(1) Where:
(a) an applicant is not satisfied with the decision of a head pursuant to section 7, 12 or 37;
(b) a head fails to respond to an application for access to a record within the required time; or
(c) an applicant requests a correction of personal information pursuant to clause 32(1)(a) and the correction is not made;
the applicant may apply in the prescribed form and manner to the commissioner for a review of the matter.

(2) An applicant may make an application pursuant to subsection (1) within one year after being given written notice of the decision of the head or of the expiration of the time mentioned in clause (1)(b).

(3) A third party may apply in the prescribed form and manner to the commissioner for a review of a

decision pursuant to section 37 to give access to a record that affects the interest of the third party.

(4) A third party may make an application pursuant to subsection (3) within 20 days after being given notice of the decision.

Review or refusal to review

50(1) Where the commissioner is satisfied that there are reasonable grounds to review any matter set out in an application pursuant to section 49, the commissioner shall review the matter.

(2) The commissioner may refuse to conduct a review or may discontinue a review if, in the opinion of the commissioner, the application for review:
(a) is frivolous or vexatious;
(b) is not made in good faith; or
(c) concerns a trivial matter.

Notice of intention to review

51 Not less than 30 days before commencing a review, the commissioner shall inform the head of:
(a) the commissioner's intention to conduct the review; and
(b) the substance of the application for review.

Notice of application for review

52(1) A head who has refused an application for access to a record or part of a record shall, immediately on receipt of a notice of review pursuant to section 49 by an applicant, give written notice of the review to any third party that the head:
(a) has notified pursuant to subsection 34(1); or
(b) would have notified pursuant to subsection 34(1) if the head had intended to give access to the record or part of the record.

(2) A head shall, immediately on receipt of a notice of review pursuant to section 49 by a third party, give written notice of the review to the applicant.

Conduct of review

53(1) The commissioner shall conduct every review in private.

(2) The:
(a) person who applies for a review;
(b) third party or applicant who is entitled to notice pursuant to section 52; and
(c) head whose decision is the subject of a review;
are entitled to make representations to the commissioner in the course of the review.

(3) No one is entitled as of right:
(a) to be present during a review; or
(b) before or after a review:
  (i) to have access to; or
  (ii) to comment on;
representations made to the commissioner by any other person.

Powers of commissioner

54(1) Notwithstanding any other Act or any privilege that is available at law, the commissioner may, in a review:
(a) require to be produced and examine any record that is in the possession or under the control of a government institution; and
(b) enter and inspect any premises occupied by a government institution.

(2) For the purposes of conducting a review, the commissioner may summon and enforce the appearance of persons before the commissioner and compel them:
(a) to give oral or written evidence on oath or affirmation; and
(b) to produce any documents or things;
that the commissioner considers necessary for a full review, in the same manner and to the same extent as the court.

(3) For the purposes of subsection (2), the commissioner may administer an oath or affirmation

Commissioner to report

55(1) On completing a review, the commissioner shall:
(a) prepare a written report setting out the commissioner's recommendations with respect to the matter and the reasons for those recommendations; and
(b) forward a copy of the report to the head and:
  (i) where the matter was referred to the commissioner by an applicant, to the applicant and to any third party notified by the head pursuant to section 52; and
  (ii) where the matter was referred to the commissioner by a third party, to the third party and to the applicant.

(2) In the report, the commissioner may make any recommendations with respect to the matter under review that the commissioner considers appropriate.

Decision of head

56 Within 30 days after receiving a report of the commissioner pursuant to subsection 55(1), a head shall:
(a) make a decision to follow the recommendation of the commissioner or any other decision that the head considers appropriate; and
(b) give written notice of the decision to the commissioner and the persons mentioned in clause 55(1)(b).

Appeal to court

57(1) Within 30 days after receiving a decision of the head pursuant to section 56 that access is granted or refused, an applicant or a third party may appeal that decision to the court.

(2) A head who has refused an application for access to a record or part of a record shall, immediately on receipt of a notice of appeal by an applicant, give written notice of the appeal to any third party that the head:
(a) has notified pursuant to subsection 34(1); or
(b) would have notified pursuant to subsection 34(1) if the head had intended to give access to the record or part of the record.

(3) A head who has granted an application for access to a record or part of a record shall, immediately on receipt of a notice of appeal by a third party, give written notice of the appeal to the applicant.

(4) A third party who has been given notice of an appeal pursuant to subsection (2) or an applicant who has been given notice of an appeal pursuant to subsection (3) may appear as a party to the appeal.

(5) The commissioner shall not be a party to an appeal.

Powers of court on appeal

58(1) On an appeal, the court:
(a) shall determine the matter *de novo*; and
(b) may examine any record *in camera* in order to determine on the merits whether the information in the record may be withheld pursuant to this Act.

(2) Notwithstanding any other Act or any privilege that is available at law, the court may, on an appeal, examine any record in the possession or under the control of a government institution, and no information shall be withheld from the court on any grounds.

(3) The court shall take every reasonable precaution, including, where appropriate, receiving representations *ex parte* and conducting hearings *in camera*, to avoid disclosure by the court or any person of:
(a) any information or other material if the nature of the information or material could justify a refusal by a head to give access to a record or part of a record; or
(b) any information as to whether a record exists if the head, in refusing to give access, does not indicate whether the record exists.

(4) The court may disclose to the Attorney General for Saskatchewan or the Attorney General of Canada information that relates to the commission of an offence against:
(a) an Act or a regulation; or
(b) an Act of the Parliament of Canada or a regulation made pursuant to an Act of the Parliament of Canada;
by an officer or employee of a government institution if, in the opinion of the court, there is evidence of the commission of the offence.

(5) Where a head has refused to give access to a record or part of it, the court, if it determines that the head is not authorized to refuse to give access to the record or part of it, shall:
(a) order the head to give the applicant access to the record or part of it, subject to any conditions that the court considers appropriate; or
(b) make any other order that the court considers appropriate.

(6) Where the court finds that a record falls within an exemption, the court shall not order the head to give the applicant access to the record, regardless of whether the exemption requires or merely authorizes the head to refuse to give access to the record.

PART VIII
General

Exercise of rights by other persons

59 Any right or power conferred on an individual by this Act may be exercised:
(a) where the individual is deceased, by the individual's personal representative if the exercise of the right or power relates to the administration of the individual's estate;
(b) where a personal guardian or property guardian has been appointed

for the individual, by the guardian if the exercise of the right or power relates to the powers and duties of the guardian;
(c) where a power of attorney has been granted, by the attorney if the exercise of the right or power relates to the powers and duties of the attorney conferred by the power of attorney;
(d) where the individual is less than 18 years of age, by the individual's legal custodian in situations where, in the opinion of the head, the exercise of the right or power would not constitute an unreasonable invasion of the privacy of the individual; or
(e) by any person with written authorization from the individual to act on the individual's behalf.

Delegation

60(1) A head may delegate to one or more officers of the government institution a power granted to the head or a duty vested in the head.

(2) A delegation pursuant to subsection (1):
(a) is to be in writing; and
(b) may contain any limitations, restrictions, conditions or requirements that the head considers necessary.

Burden of proof

61 In any proceeding pursuant to this Act, the burden of establishing that access to the record applied for may or must be refused or granted is on the head concerned.

Annual report

62(1) Within three months after the end of each fiscal year, the commissioner shall prepare and submit an annual report to the Speaker of the Assembly, and the Speaker shall cause the report to be laid before the Assembly in accordance with *The Tabling of Documents Act*.

(2) The annual report of the commissioner is to provide details of the activities of the office in relation to the commissioner's responsibilities pursuant to this Act during that fiscal year and, in particular, concerning any instances where the commissioner's recommendations made after a review have not been complied with.

Minister's report

63(1) The minister shall prepare and submit an annual report to the Speaker of the Assembly on the administration of this Act and the regulations within each government institution during the year, and the Speaker shall cause the report to be laid before the Assembly in accordance with *The Tabling of Documents Act*.
(2) The annual report of the minister is to provide details of:
(a) the number of applications received by each government institution during the year;
(b) the number of times during the year that the head of each government institution refused an application for access to a record, and the specific provisions of this Act or the regulations on which the refusals were based; and
(c) the fees charged and collected by each government institution for access to records during the year.

(3) The minister may require government institutions to produce the information or records that, in the opinion of the minister, are necessary to enable the minister to fulfil the requirements of this section.

Directory

64(1) The minister shall cause to be produced, and updated as reasonably required, a directory containing:
(a) a list of all government institutions;
(b) a general description of the categories of records in the possession or under the control of each government institution; and
(c) the title and address of the appropriate officer for each government institution to whom applications for access to records should be sent.

(2) The minister shall cause a copy of the directory to be made available to any government offices, public libraries and municipal offices that the minister considers appropriate.

Access to manuals

65(1) Within two years after this section comes into force, every head shall provide facilities at:
(a) the headquarters of the government institution; and
(b) any offices of the government institution that, in the opinion of the head, are reasonably practicable;
where the public may inspect any manual, handbook or other guide-line used in decision-making processes that affect the public by employees of the government institution in administering or carrying out programs or activities of the government institution.

(2) Any information in a record that

a head would be authorized to refuse to give access to pursuant to this Act may be excluded from manuals, handbooks or guide-lines that may be inspected pursuant to subsection (1).

Proceedings prohibited

66(1) No proceeding lies or shall be instituted against the Government of Saskatchewan, a government institution, a head or other officer or employee of a government institution for:

(a) the giving or withholding in good faith of access to any record pursuant to this Act;

(b) any consequences that flow from the giving or withholding of access mentioned in clause (a); or

(c) the failure to give any notice required pursuant to this Act, if reasonable care is taken to give the required notice.

(2) For the purposes of clause (1)(c), reasonable care is deemed to have been taken if notice required to be sent to an applicant is sent to the address of the applicant given on the prescribed application form.

(3) No proceeding lies or shall be instituted against the commissioner or any employee or agent of the commissioner, where the commissioner, employee or agent is acting pursuant to the authority of this Act or the regulations made pursuant to this Act, for any loss or damage suffered by a person by reason of anything in good faith done, caused, permitted or authorized to be done, attempted to be done or omitted to be done, by any of them, pursuant to or in the exercise of or supposed exercise of any power conferred by this Act or the regulations or in the carrying out or supposed carrying out of any order made pursuant to this Act or any duty imposed by this Act or the regulations.

Immunity from prosecution

67 No person is liable to prosecution for an offence against any Act or regulation by reason of that person's compliance with a requirement of the commissioner pursuant to this Act.

Offence

68(1) Every person who knowingly collects, uses or discloses personal information in contravention of this Act or the regulations is guilty of an offence and liable on summary conviction to a fine of not more than $1,000, to imprisonment for not more than three months or to both fine and imprisonment.

(2) No proceeding shall be instituted pursuant to subsection (1) except with the consent of the Attorney General.

(3) Any person who:

(a) without lawful justification or excuse wilfully obstructs, hinders or resists the commissioner or any other person in the exercise of the powers, performance of the duties or the carrying out of the functions of the commissioner or other person pursuant to this Act;

(b) without lawful justification or excuse, refuses or wilfully fails to comply with any lawful requirement of the commissioner or any other person pursuant to this Act; or

(c) wilfully makes any false statement to, or misleads or attempts to mislead, the commissioner or any other person in the exercise of the powers, performance of the duties or carrying out of the functions of the commissioner or other person pursuant to this Act;

is guilty of an offence and liable on summary conviction to a fine of not more than $1,000, to imprisonment for not more than three months or to both fine and imprisonment.

Regulations

69 The Lieutenant Governor in Council may make regulations:

(a) defining, enlarging or restricting the meaning of any term used in this Act but not defined in this Act;

(b) for the purposes of subclause 2(1)(d)(ii), prescribing boards, commissions, Crown corporations or other bodies to be government institutions;

(c) for the purposes of subclause 2(1)(e)(ii), prescribing persons to be heads of government institutions;

(d) prescribing the oath or affirmation to be taken by the commissioner and the commissioner's staff;

(e) prescribing procedures to be followed in taking and processing applications for access;

(f) prescribing fees to be paid pursuant to this Act;

(g) for the purposes of subsection 9(2), prescribing an amount of fees in excess of which an estimate is required to be given;

(h) for the purposes of subsection 9(5), prescribing circumstances in which a head may waive the payment of all or any part of a prescribed fee;

(i) for the purposes of subclause 17(1)(f)(ii), prescribing committees of government institutions;

(j) for the purposes of clause 19(1)(e), prescribing Crown corporations;

(k) exempting from the application of this Act provisions of Acts or regulations that restrict or prohibit access to records of government institutions;

(l) exempting any information or category of information from the application of subsection 26(2);

(m) for the purposes of clause 29(2)(g):

- (i) prescribing law enforcement agencies or investigative bodies;
- (ii) prescribing requirements to be met with respect to disclosures of information to law enforcement agencies or investigative bodies;

(n) prescribing persons or bodies for the purposes of clause 29(2)(q);

(o) for the purposes of clause 29(2)(u), prescribing:

- (i) purposes for which personal information may be disclosed;
- (ii) circumstances in which personal information may be disclosed;
- (iii) persons to whom personal information may be disclosed;

(p) prescribing manners in which the consent of an individual may be given;

(q) prescribing the manner in which persons may apply to the commissioner for a review;

(r) prescribing any matter that is to be included in a notice that is required by this Act;

(s) prescribing forms for the purposes of this Act;

(t) prescribing any other matter or thing required or authorized by this Act to be prescribed in the regulations;

(u) respecting any other matter or thing that the Lieutenant Governor in Council considers necessary to carry out the intent of this Act.

Coming into force

70 This Act or any provision of this Act comes into force on a day or days to be fixed by proclamation of the Lieutenant Governor.